Member self-service instructions

STEP 1 – LOG IN

To update your personal details eg title, phone number, etc

1. Click on Account Details to edit your email address and password OR click on My Details, then Edit, to change phone numbers, designations, dietary preferences etc.
2. Remember to Save Changes.

To add new members to your organization

From the My Account Dashboard
1. Click on Organization
2. Confirm you have seats available

If you have seats available
3. Make sure you are added as a member by clicking on add yourself as a member
4. Send invitations to additional members by completing email and role under Add Member
5. Select the new member's role. Manager is the main contact for the organization and will receive all system notifications such as renewal reminders. Members will not receive system notifications.
6. Click add member.
7. The new member will receive an email notifying them they have been added to your team on SAGEA.org.za. They should click on the link in the email to accept and then update their details.

If you do not have seats available
8. To add one seat, go to Organization Settings and click on Add Seat, then click on Submit. Proceed from step 14 below.
9. To add more than one additional seat, go to Membership page in the main site menu and scroll to Membership Types and Dues.
10. Click Join Now under your current membership type.
11. Insert your Organization name as it appears in your membership profile.
12. Select the number of additional seats and click add to cart.
13. Check your cart totals – you will see R 10 000 is deducted from the full membership, to give you a total cost of R6000 per additional seat (excl. VAT).
14. Click proceed to checkout.
15. Confirm your Billing Details and Additional Information is correct, and all required fields are completed.
16. Select your preferred payment method, confirm you have read the Terms and Conditions by ticking the box and click Place Order.

If you select Direct Bank Transfer/ EFT

1. You will receive an email confirming your order and providing details to make payment. If you need a formal Purchase Order and/or Invoice before payment can be processed, please email Cathy: cathy.sims@sagea.org.za

If you select Payfast:

1. Choose from Credit Card, Instant EFT, Masterpass or Zapper, follow the payment process as explained per application.
2. You will receive an email confirming your order, followed by a second email confirming payment.

To replace a member who has resigned

1. Click on the person icon next to your name in the top left corner of the website, then select Manage Organization/ Members from the drop down menu OR Organization in your My Account Dashboard.
2. Click on Members to see a list of all your Organization's SAGEA members and their Roles
3. Click Remove next to the name of the member you want to replace.
4. Once the page has reloaded and the member is removed, click on Add Member.
5. Complete the email and role field under Add Member
6. Select the new member's role. Manager is the main contact for the organization and will receive all system notifications such as renewal reminders. Members will not receive system notifications.
7. Click Add Member button.
8. The new member will receive an email notifying them they have been added to your team on SAGEA.org.za. They should click on the link in the email to accept and then update their details.

If you resign from your current employer

1. You can remove yourself from your employer's membership by clicking on My Membership and clicking Leave Organization
2. Notify your current employer's Team Manager (main member) that you have left the team.
3. Team manager can reassign your vacated seat as per To update add new members to your organization.