

VICTORIAN ASSOCIATION FOR THE TEACHING OF ENGLISH

# 2025 VATE membership

## Renewing your organisational membership

To renew your VATE membership for 2025, please follow the steps outlined below. For best results, we recommend you use Google Chrome or Firefox to access the <u>VATE website</u>.

#### Please follow these steps to renew your VATE organisational membership for 2025:

- 1. If you are the current primary contact (e.g. Head of English) for your organisation and will continue in this role in 2025, please go ahead and renew 2025 membership for your organisation.
- 2. If the primary contact (e.g. Head of English) will be changing for 2025, please email <u>membership@vate.org.au</u> – include the full name and email of the new primary contact. You can go ahead and renew once we have updated these details for you.
- 3. If you are the confirmed 2025 primary contact for your organisation, please log into the VATE website. You will need your username (your current VATE subscribed email address) and your password. If you don't know your password, please click this <u>link</u> to reset or contact the VATE office: <u>membership@vate.org.au</u>
- 4. Select 'My Account' in the dropdown menu at the top right-hand corner.
- 5. Select 'Membership renewal' tab.

Your existing membership(s)

- 6. Select your current VATE membership to open a new menu.
- 7. Please click on your **existing membership** and select 'Change my membership' to view your renewal options. You will be able to scroll through to choose your appropriate membership category.

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Please click on your existing membership and select 'Change my membership' to view your renewal options.
You will be able to scroll through to choose your appropriate membership category.
2024 School 351–900 students (11158) ↓
Organisational Membership
✓ 2024 School 351–900 students (11158)
★ Change my membership *
```



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8. Follow the prompts to select your preferred organisational membership category and select payment with either a credit card or an approved purchase order number.

 Individual Membership

 2025 Alumni, CRT, Part-time teacher (0.6 or less)

 2025 Individual (1 year)

 2025-2026 Individual (2 years)

 Organisational Membership

 2025 Non-school (publishers, university libraries, other)

 2025 School 0–150 students

 2025 School 151–350 students

 2025 School 351–900 students

 2025 School 901–1200 students

 2025 School 901–1200 students

 2025 School > 1200 students

 2025 School Years 7-10 (Concluding)

\* Change my membership \*

#### Available Memberships

2025 School 351–900 students

- 9. On the confirmation page, please click the prompt reminding you to add and update your staff. The 'Manage organisational staff' tab is located next to the 'Membership renewal tab' in your 'my account' area.
- 10. You should receive several emails confirming your membership renewal and payment received

If you experience any difficulties, please email <u>membership@vate.org.au</u>