



Celebrants' Association of New Zealand Inc.
Te Kāhui Ārahi Ritenga o Aotearoa

NEW CANZ Website Instructional Guide

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[Accessing Member Resources](#)

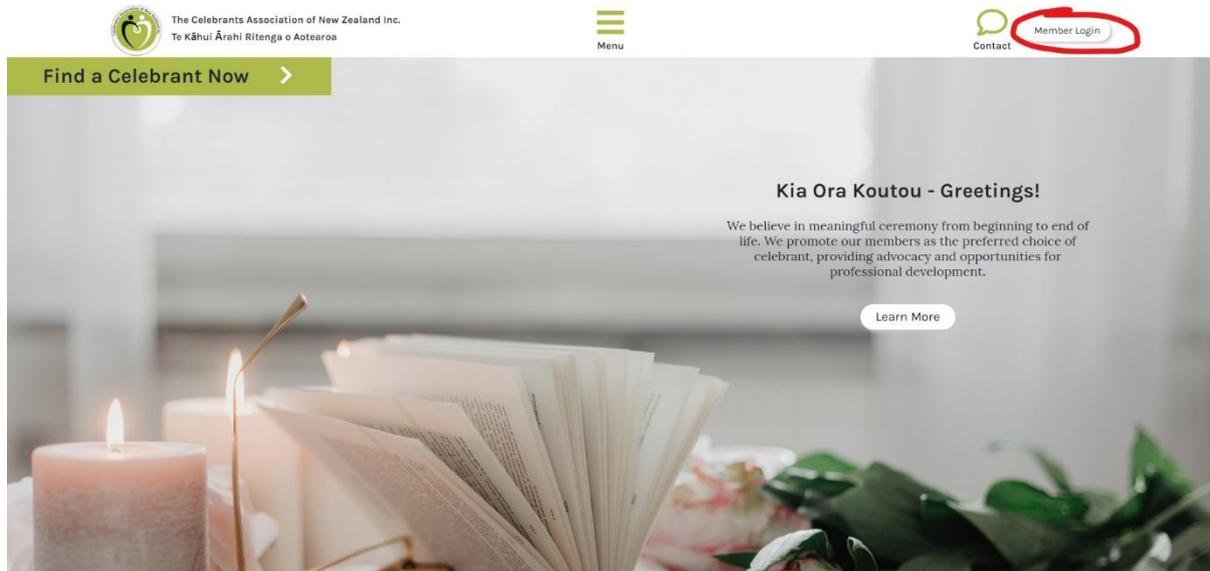
[Applying for VCANZ](#)

[Managing Your Subscription](#)

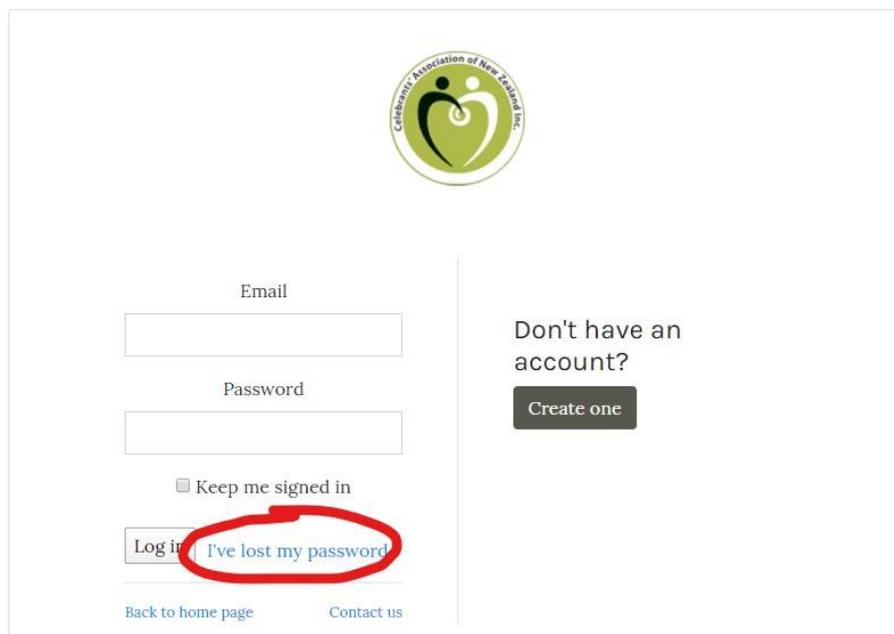
[View Upcoming Events](#)

Getting started:

Step 1: To get started, please go to www.celebrantsassociation.co.nz and click “Member Login” in the top right corner.



Step 2: Select “I’ve lost my password.”



Step 3: Type in your email (the one you regularly use to sign in with CANZ) and click “Send me the password reset link.”



Enter your e-mail address and we will send you a link with which you can reset your password

Email

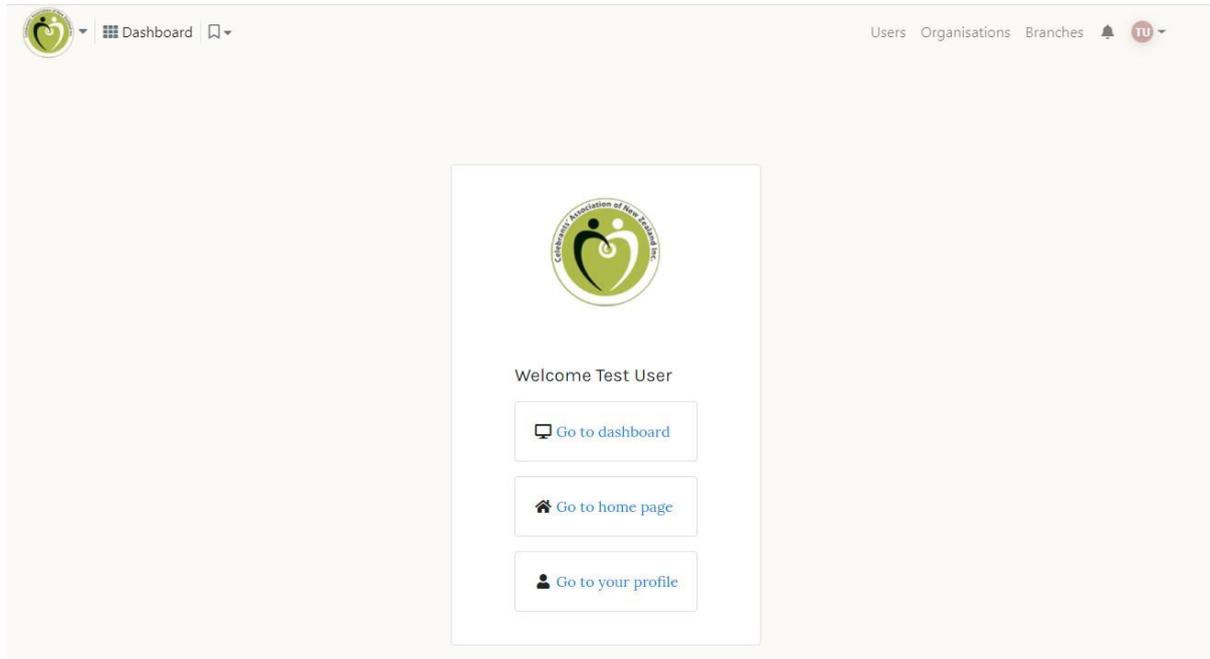
Send me the password reset link

[Back to home page](#)

[Contact us](#)

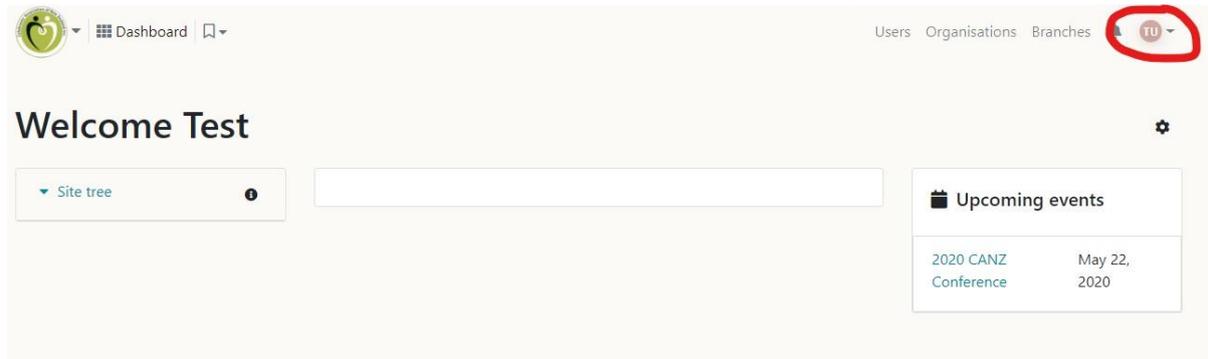
Step 4: Check your email and click the link to reset your password. Please check your junk mail if you do not receive an email.

Step 5: Log in with your new password. You will then come to a page that looks like this:



Viewing and Changing Your Profile

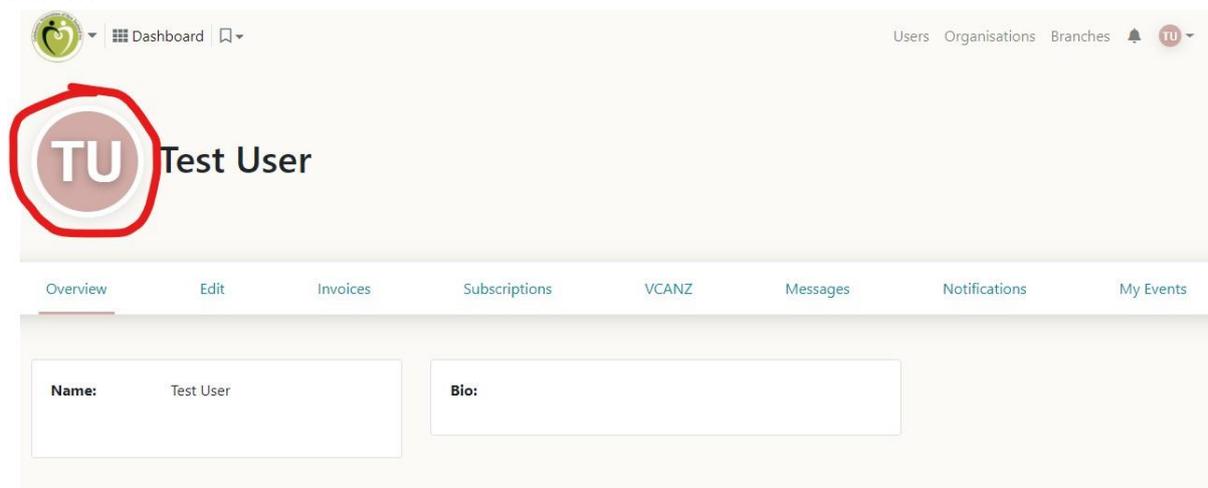
Step 1: To access your profile, click your profile icon in the top right corner.



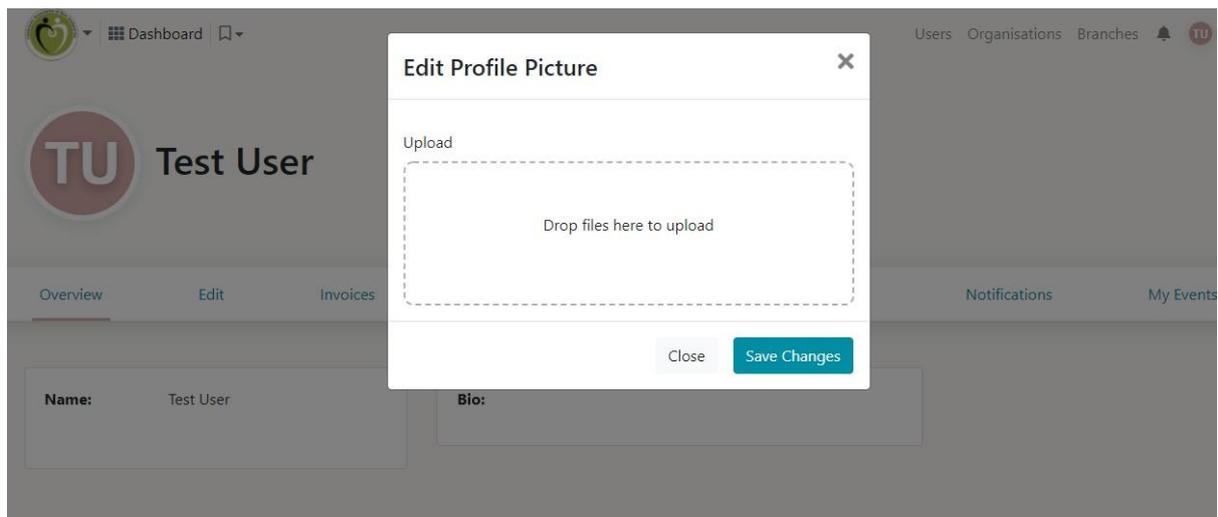
Step 2: You will see a drop-down menu. Click "View Profile."



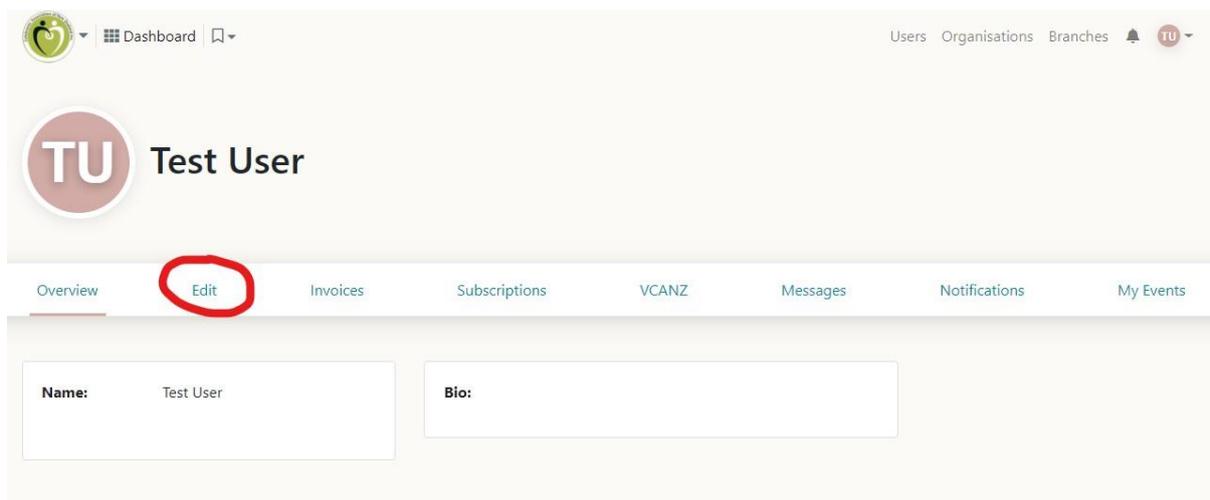
Step 3: This is your profile. You can add or change your profile picture by clicking the icon below.



There, you will be able to upload a new photo.



Step 4: You can also edit your profile details by selecting "Edit"



Y

You can edit information such as contact info, addresses, dietary information, demographic, and add a bio. **Most of this information will be visible on your public profile.** (Information that is not relevant to the public will not be shared, such as dietary information and demographic. This information will be used by CANZ only for upcoming events and statistical purposes, and is optional.)

Dashboard | Users | Organisations | Branches | TU

TU Test User

Overview | Edit | Invoices | Subscriptions | VCANZ | Messages | Notifications | My Events

Profile

Contact Info

Addresses

Dietary Information

Demographic

Organisations

Billing Civil Number

Member Qualifications

VCANZ Historical data

Change password

First Name *
Test

Middle Name

Surname *
User

Preferred Name

Date of Birth

Profile Changes

| |
|------------------------|
| Feb 18, 2020, 1:16 PM |
| Feb 18, 2020, 1:10 PM |
| Feb 18, 2020, 11:30 AM |
| Feb 18, 2020, 11:30 AM |

Remember to save any changes by clicking the “Save changes” button.

Dashboard | Users | Organisations | Branches | TU

Overview | Edit | Invoices | Subscriptions | VCANZ | Messages | Notifications | My Events

Website Display

Social

Website Display

LinkedIn Display

Facebook Display

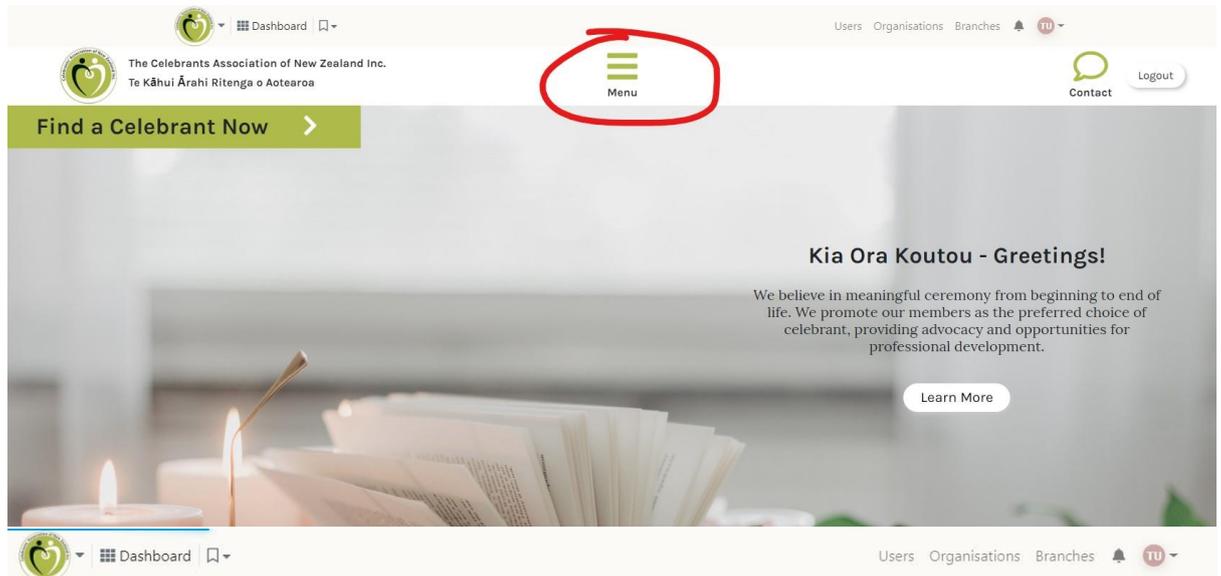
Twitter Display

Save changes

Accessing Member Resources

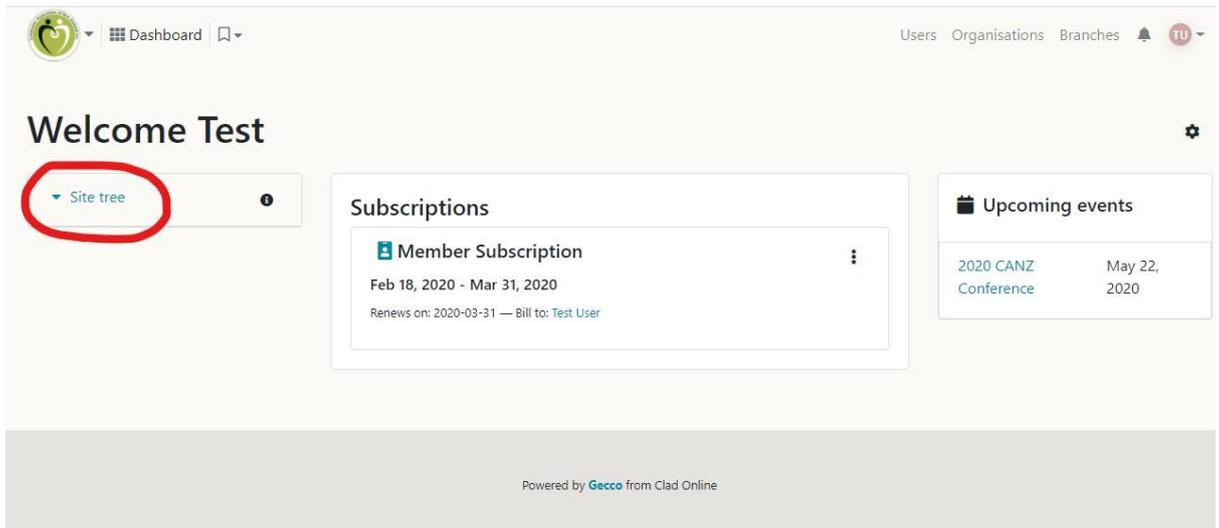
There are 2 ways to access the member resources.

- 1) On the home page, click “Menu,” then “Member Resources”

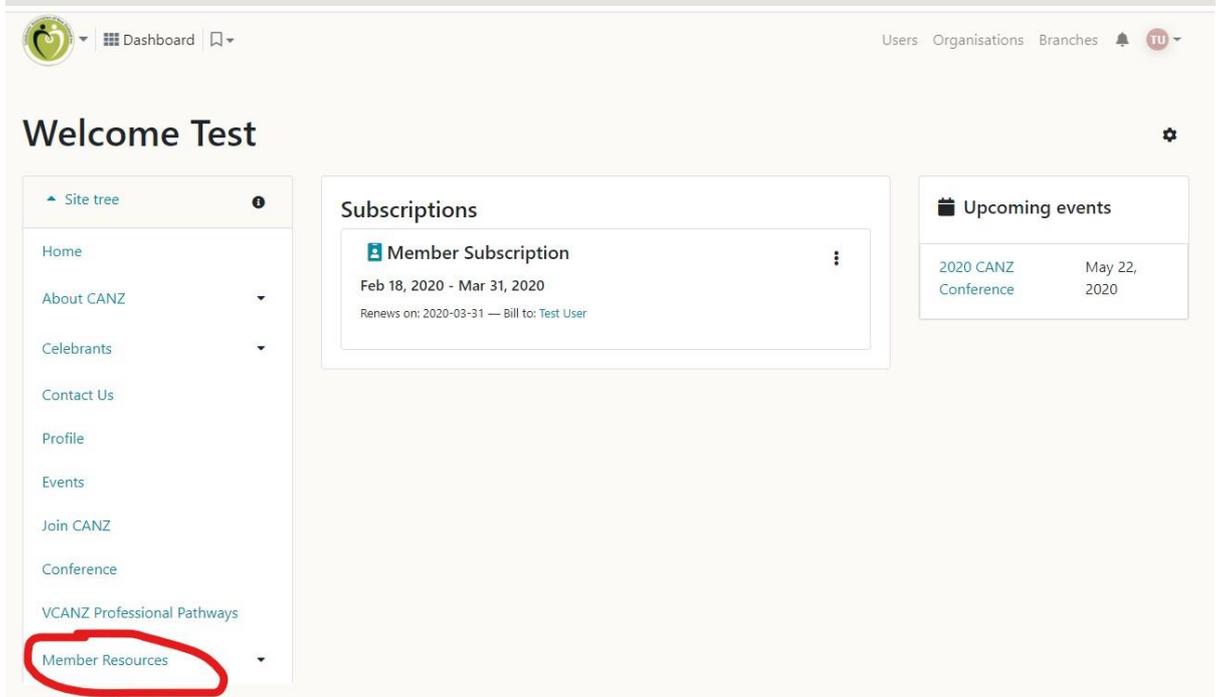


- Home
- About CANZ
- Celebrants
- Contact Us
- Profile
- Events
- Join CANZ
- Conference
- VCANZ Professional Pathways
- Member Resources**

2) Alternatively, from your dashboard you can click “Site Tree” and then “Member Resources”



This screenshot shows the top portion of a dashboard. At the top left is a logo and a 'Dashboard' link. At the top right are links for 'Users', 'Organisations', and 'Branches', along with a notification bell and a user profile icon labeled 'TU'. The main heading is 'Welcome Test'. Below the heading, a 'Site tree' menu item is circled in red. To the right of the 'Site tree' menu are two main content areas: 'Subscriptions' and 'Upcoming events'. The 'Subscriptions' area contains a 'Member Subscription' card with details: 'Feb 18, 2020 - Mar 31, 2020' and 'Renews on: 2020-03-31 — Bill to: Test User'. The 'Upcoming events' area contains a table with one entry: '2020 CANZ Conference' on 'May 22, 2020'. At the bottom of this section, it says 'Powered by Gecco from Clad Online'.



This screenshot shows the same dashboard as above, but with the 'Site tree' menu expanded. The 'Site tree' menu is now a vertical list of items: 'Home', 'About CANZ', 'Celebrants', 'Contact Us', 'Profile', 'Events', 'Join CANZ', 'Conference', 'VCANZ Professional Pathways', and 'Member Resources'. The 'Member Resources' item at the bottom of the list is circled in red. The rest of the dashboard content, including the 'Subscriptions' and 'Upcoming events' sections, remains the same as in the previous screenshot.

There, you will be able to see the Member Resources section.

Dashboard Users Organisations Branches Logou

The Celebrants Association of New Zealand Inc.
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Menu

Contact

Find a Celebrant Now >

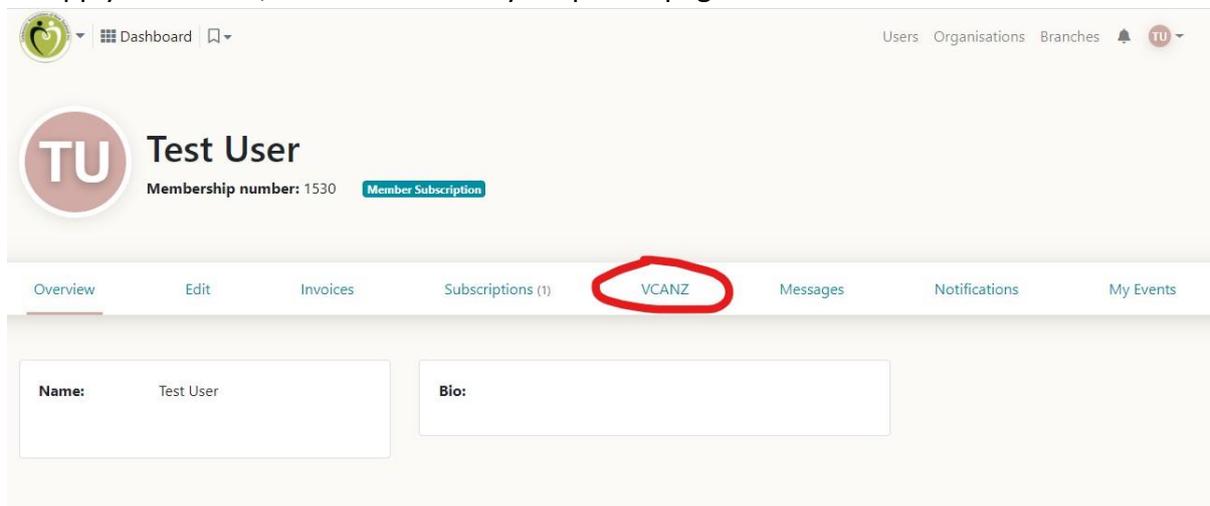
Branches

- CANZ Documents
- Branches
- AGM
- BDM
- Professional Development
- Panui Newsletter
- Member Benefits
- Celebrant Resources

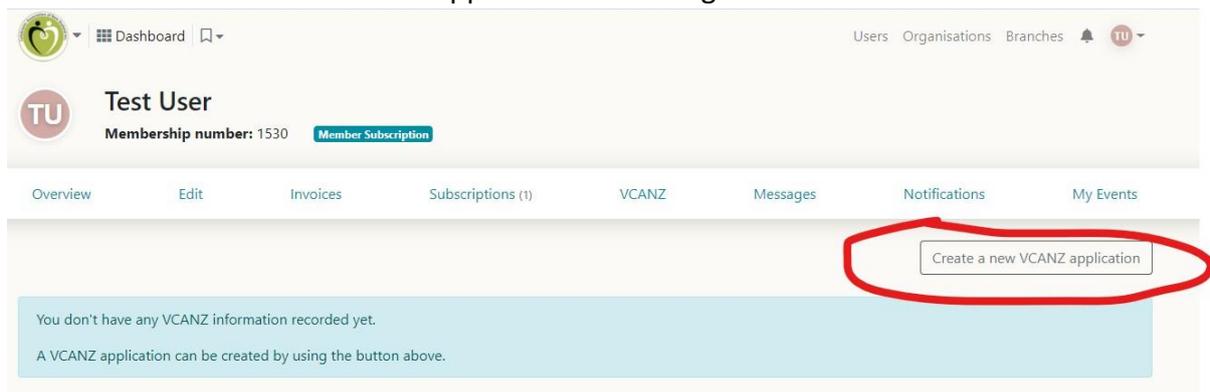


Applying for VCANZ

To apply for VCANZ, click “VCANZ” on your profile page.

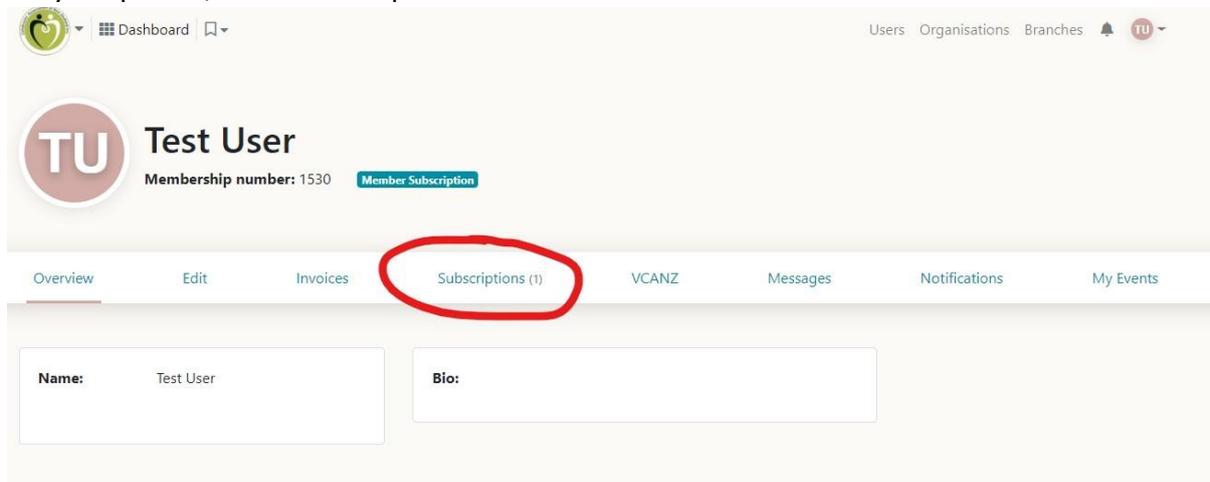


Then click “Create a new VCANZ application” in the right corner.



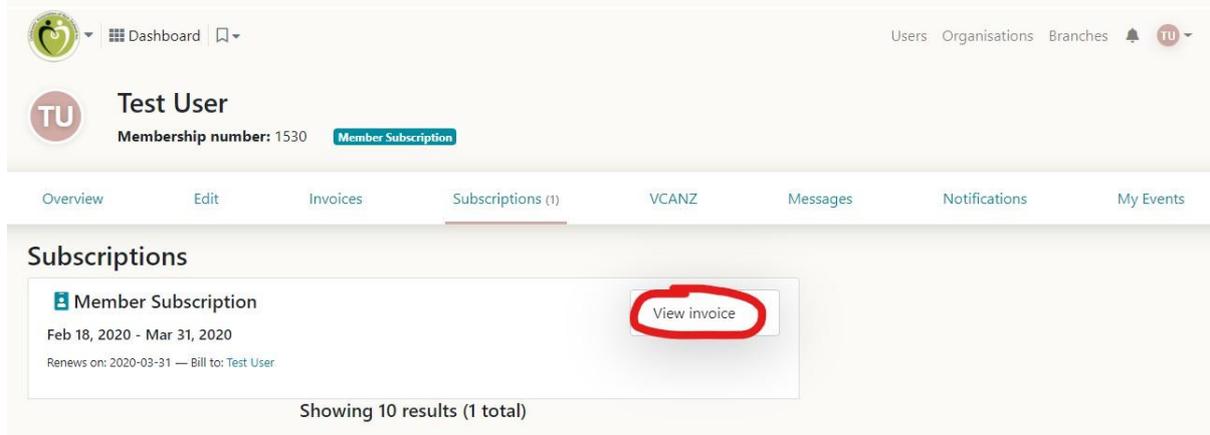
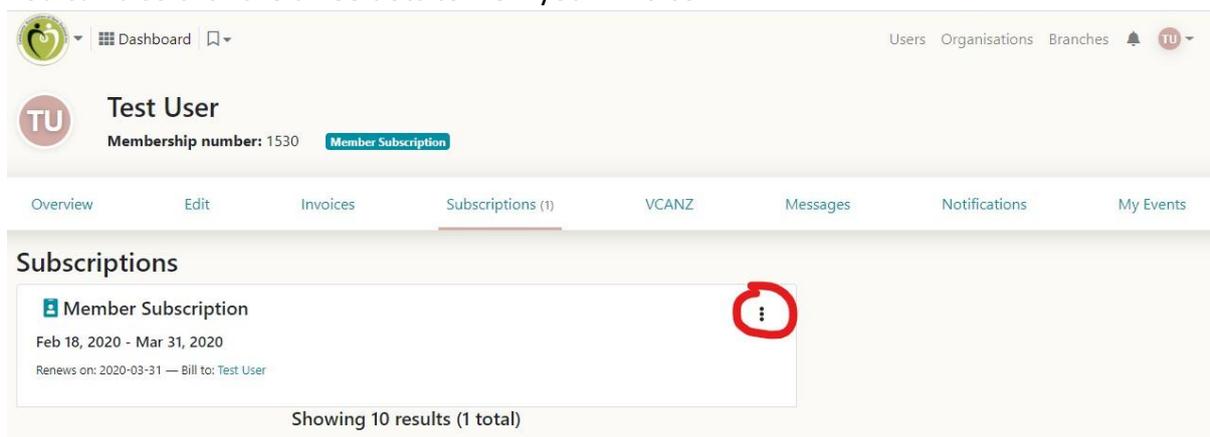
Managing your subscription

On your profile, click “Subscriptions”



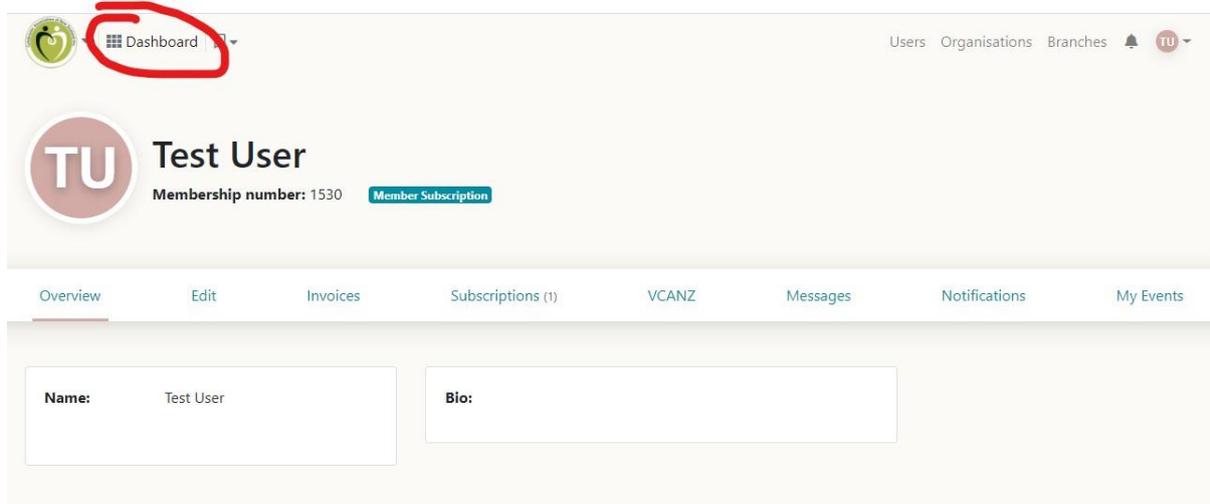
There, you will be able to see your current subscription:

You can also click the three dots to view your invoice.



View Upcoming Events

To see any upcoming events through the Celebrants Association, click “Dashboard” in the top left.



There, you will be able to see upcoming events on the right side.

