

How to Create Your Account

All Member and Volunteers are required to create an account when using our new MAVS Website for the first time. This is to ensure your account is **secured** and will be **aligned to the existing details** we currently have on file for you. You will only be required to do this once.

1. Please click on the following link: <https://mavs.vinnies.org.au/>
2. Click on 'Login or Create Account' button located at the top right-hand corner (Fig. 1)
3. Click on 'Login with existing Account or Create an Account' (Fig. 2)
4. Click on 'Create an Account' (Fig. 3)

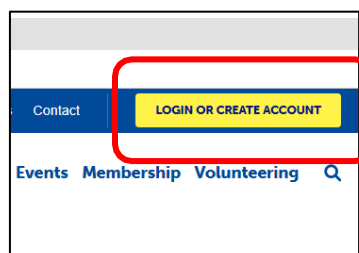


Figure 1

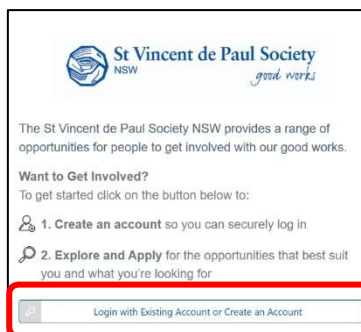


Figure 2

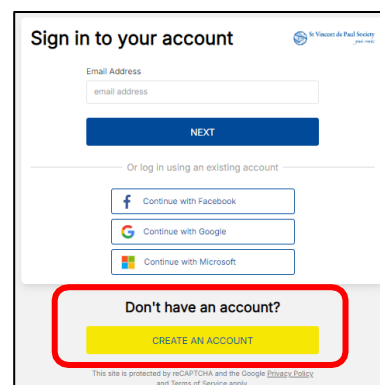


Figure 3

Note: For the next step, it is important to **use the email address we have on file for you**. If you are unsure, please contact a staff member or email mavs.support@vinnies.org.com to confirm before creating an account. If you do not use the correct email on file, you will not see your profile information, such as your personal details, police check, WWCC, and training modules.

5. Type your email into the 'Email Address' text box field and click on 'Continue with Email' (Fig. 4). You will be sent a 6-digit code to this email address, which you will need to enter.
6. Enter your First and Last Name, create a password, and confirm your password then click on 'Create my account' (Fig. 5).
7. Type your 'Mobile Number' in the mobile field and click send code (Fig. 6). You will be sent a 6-digit code to this email address, which you will need to enter.

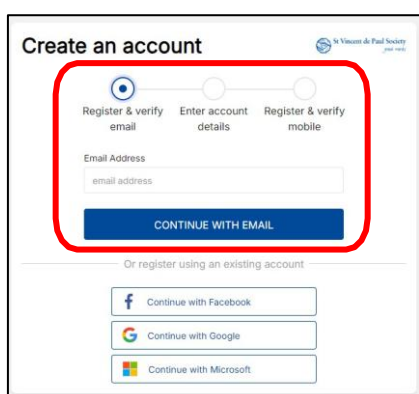


Figure 4

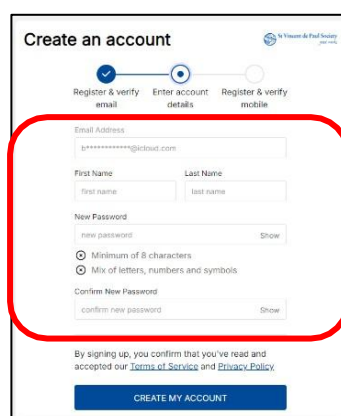


Figure 5

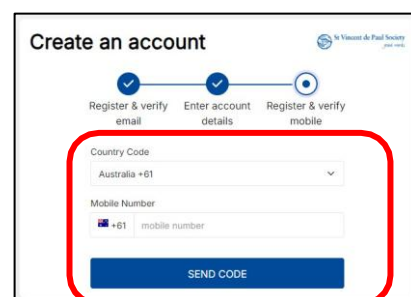


Figure 6

Note: If you miss the time for the verification code or it does not arrive in your phone, then click on "Resend Code" below the "Verification Code" text box. This will send a new code, and the previous code will not be valid anymore. If you have issues with the verification codes, please email mavs.support@vinnies.org.au.

You will now return to the Website which becomes personalised with your name. You will also have access to **Quick Links** containing links to your **Profile** and your **Learning** (Fig. 7).

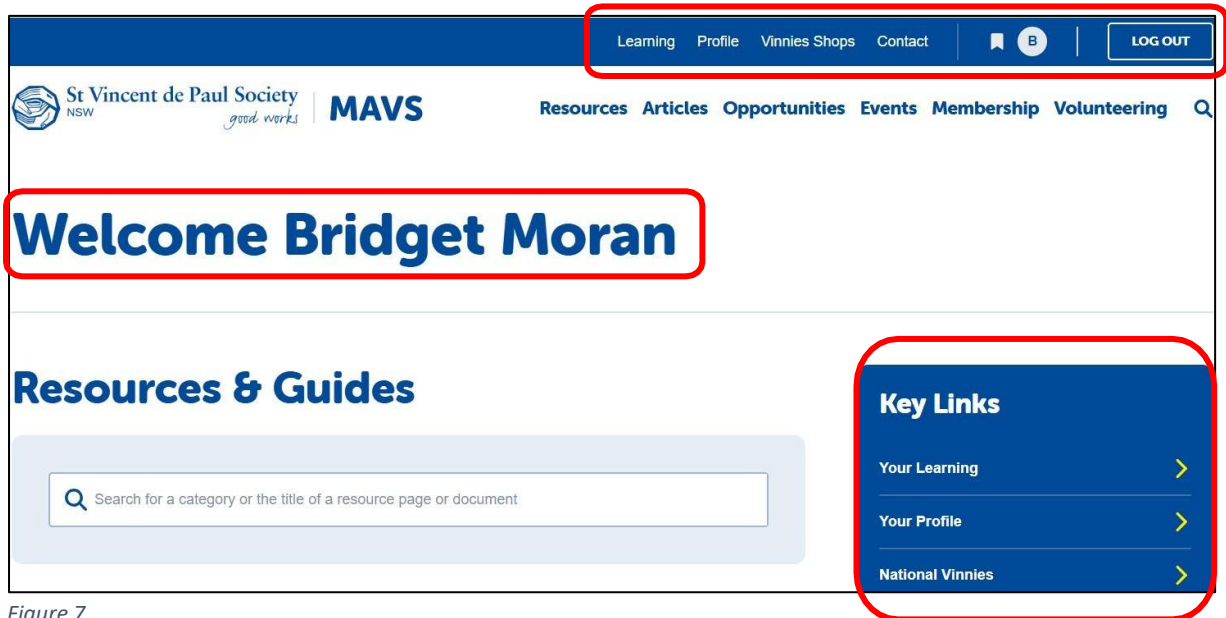


Figure 7

8. Click on 'Profile' (Fig. 7). It will ask you to log in again by clicking on the 'Login with Existing Account or Create an Account' button (Fig. 8). Enter your email and password and click 'Next' (Fig 9).



Figure 8

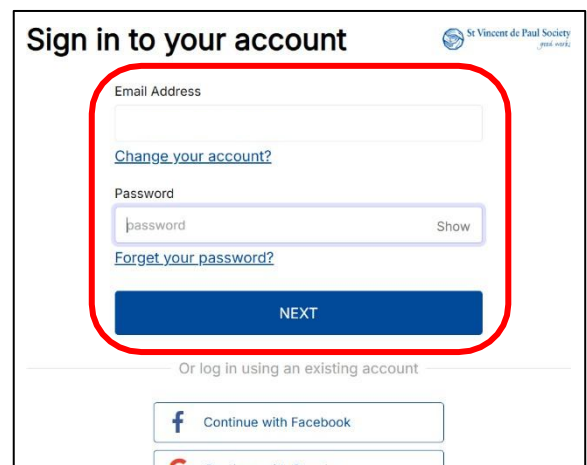
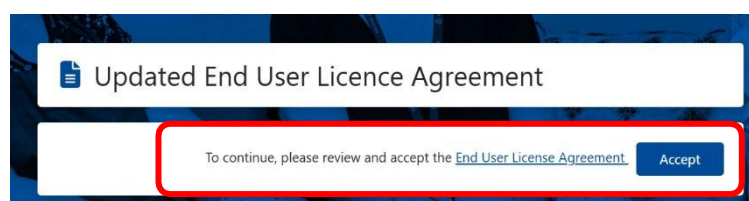


Figure 9

(We are working on removing the additional sign in option between the Website and Accessing your profile).

9. Click on the link to read and then 'Accept' the End User License Agreement.



Congratulations, you have now successfully set up your account!

If you are having difficulty creating your account, please see the **Frequently Asked Questions (FAQ)** document, contact us at mavs.support@vinnies.org.au for assistance, or speak with your local regional office staff.