



Irish Science Teachers' Association

Eol-Oidí na hÉireann

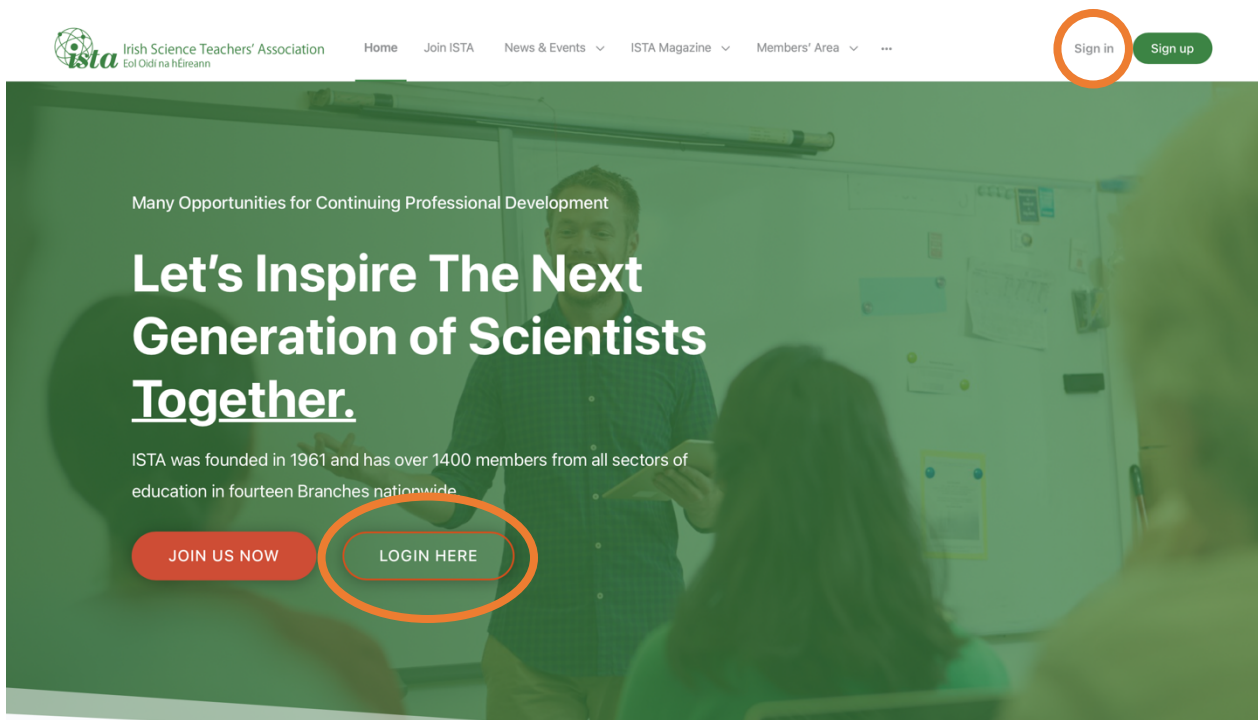
Guide to Managing Your Profile & Membership

The ISTA has recently launched a new website, with an updated look, better performance, improved reliability and some great new features for members. The following short illustrated guide aims to show you how to:

1. Log into your account.
2. Update your profile / personal information.
3. Renew or update your membership.
4. Navigate the website features.
5. Use the forums.
6. Send messages to other members.

1. Logging into your account.

When you visit www.ista.ie you can login into your account / profile by clicking 'LOGIN HERE' on the front page or 'Sign In' on the top menu as shown.



This will open this window where it will ask you to input your email address and password.

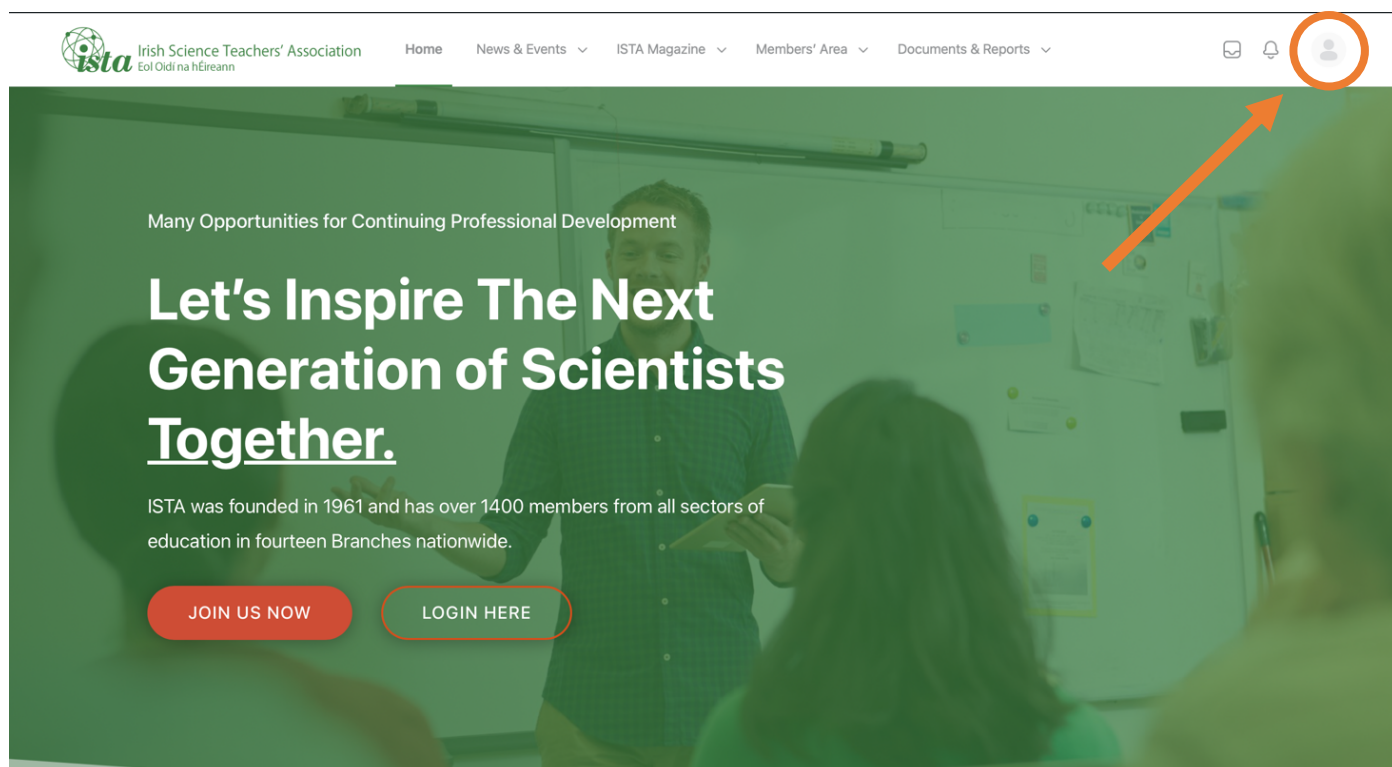
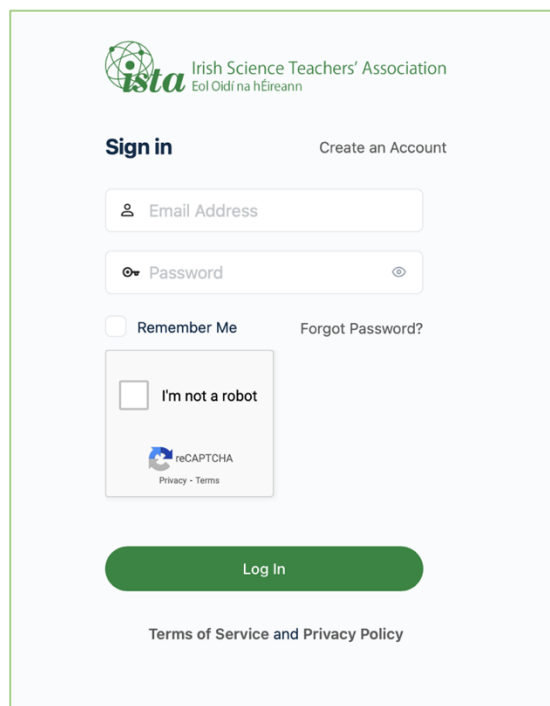
Click on 'Remember Me' to avoid having to do this all the time. If you can't remember your password, click the 'Forgot Password?' option.

A common mistake: Ensure you are logging in with the correct email address associated with your ISTA account. This may or may not be your current school email address.

The 'I'm not a robot' reCAPTCHA is a security feature which prevents spam on the website and protects your account details.

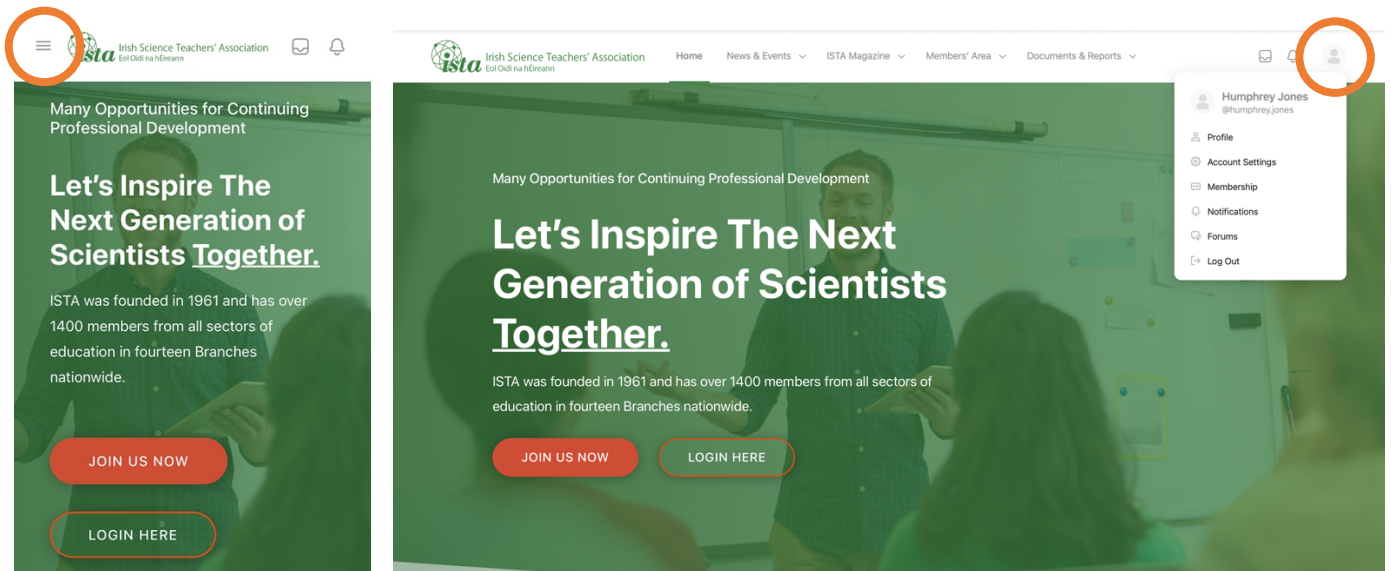
After you log in, the homepage will reopen.

When you're logged into the ISTA website, you'll notice a small '**person**' icon' on the top right of the page (when accessing on a PC, laptop or tablet). This is your *ISTA membership hub*, where you can see and update your personal and membership information.



When you press this icon, a small menu will appear (see next page). You will see your name, username and a series of options.

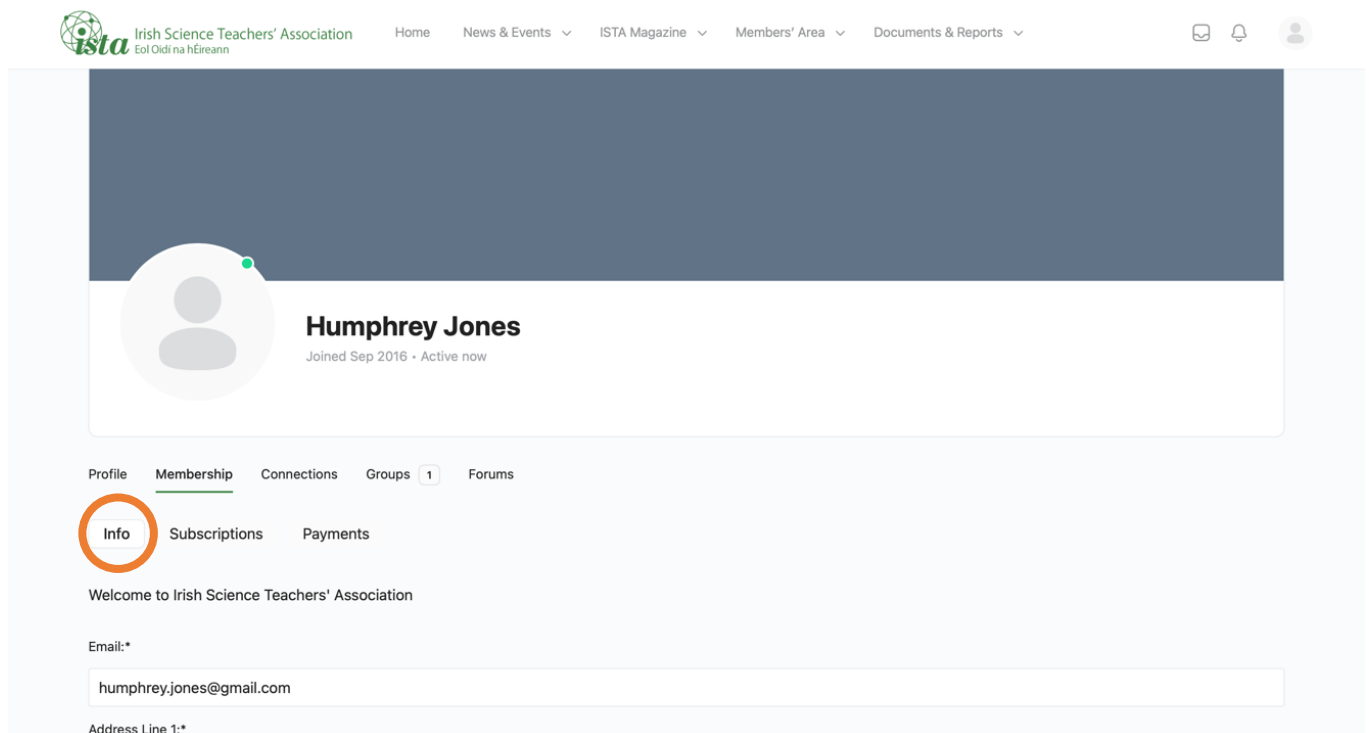
If you're accessing your account on a phone, the 'person' icon will not appear. Instead, click on the menu icon (three horizontal lines on the top left) and click on your name.



2. Updating your profile / personal information.

You can update your personal and membership information easily on the new website by selecting the '**Membership**' option in that small menu; the following page will open. This is the most important section of your account.

You will notice three tabs (**Info**, **Subscriptions** and **Payments**).

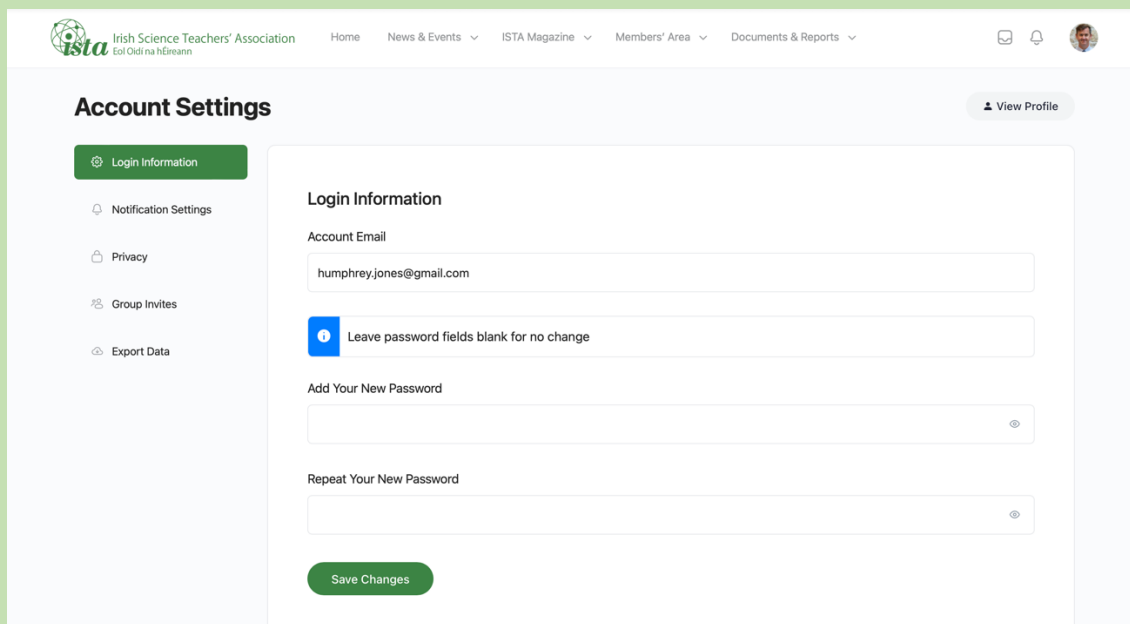


Under '**Info**', you can input your up to date contact information, school address, branch preference and subjects you are teaching. You should ensure this information is up to date so that the ISTA can provide you with the news and events that matter most to you. Be sure to click '**Save Profile**' at the bottom of the page to save any changes you make.

Other Menu Options – Account Settings & Profile

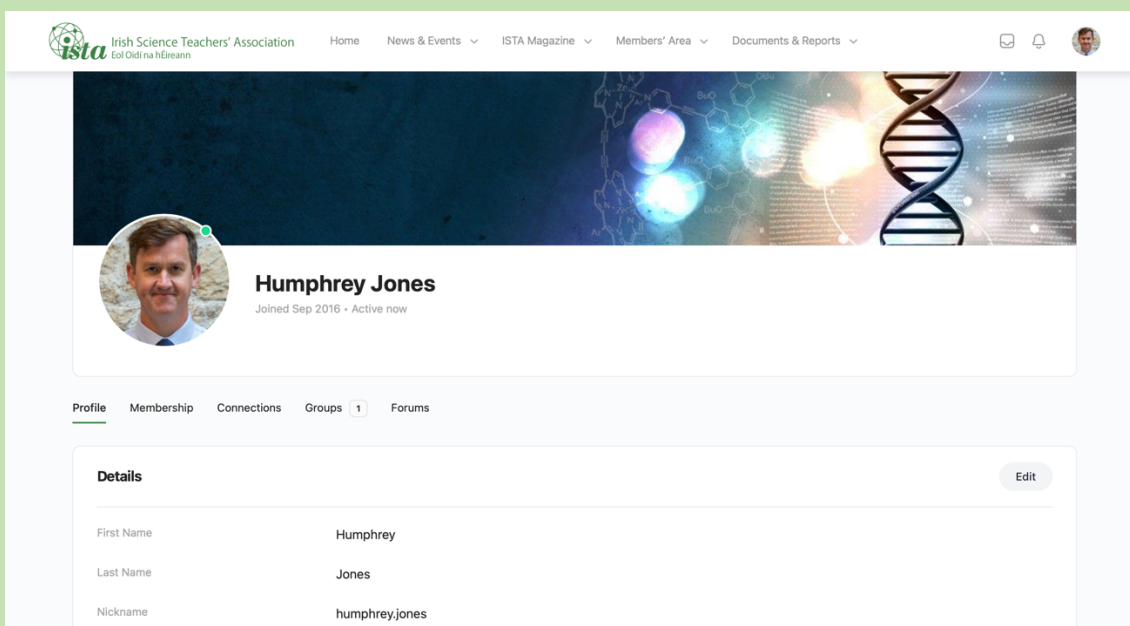
You won't need to use these sections of the menu very regularly but here is a quick breakdown of what they do.

The '**Account Settings**' section of the menu allows you to adjust your password, privacy and notifications settings. You will likely just use this to change your password and the process is very straightforward; simply type in new password, confirm and save.



The screenshot shows the 'Account Settings' page of the Irish Science Teachers' Association (ISTA) website. The page has a header with the ISTA logo and navigation links: Home, News & Events, ISTA Magazine, Members' Area, and Documents & Reports. On the right, there are icons for email, notifications, and a user profile picture. The main content area is titled 'Account Settings' and includes a 'View Profile' button. A sidebar on the left lists settings: Login Information (selected), Notification Settings, Privacy, Group Invites, and Export Data. The 'Login Information' section contains fields for 'Account Email' (humphrey.jones@gmail.com), a password change instruction, 'Add Your New Password', and 'Repeat Your New Password'. A 'Save Changes' button is at the bottom.

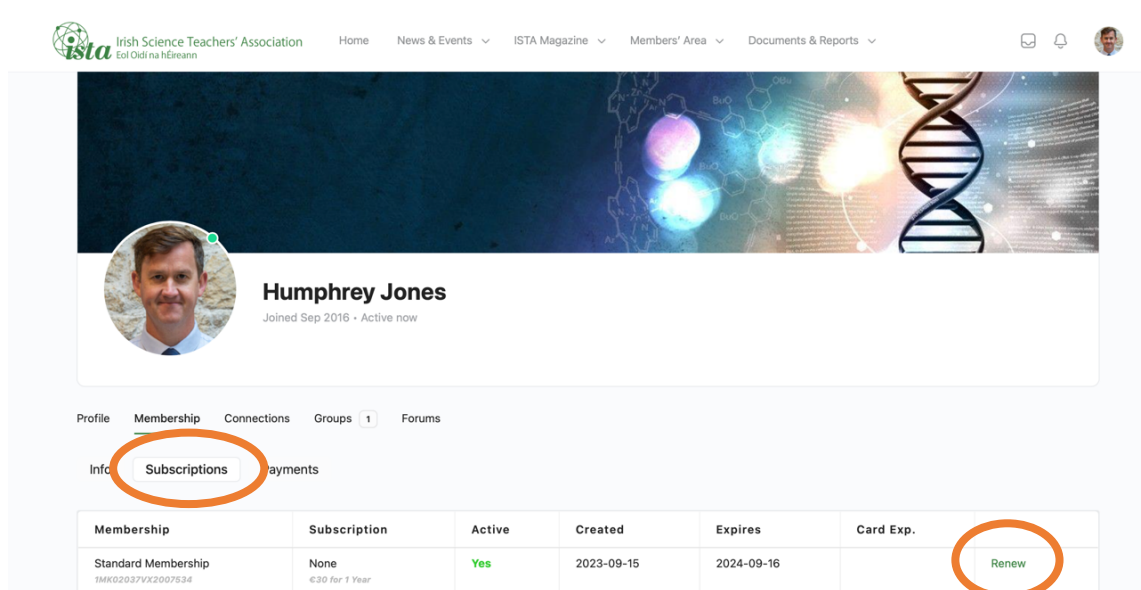
In the '**Profile**' menu, your basic information is displayed. You won't need to edit this information very often but you can change your profile picture and background image if you wish to do so. Hover over the 'Person' icon to reveal a camera icon and click to edit. If you upload a photo this will replace the 'person' icon on the top right, as shown below.



The screenshot shows the 'Profile' page of the Irish Science Teachers' Association (ISTA) website. The page has the same header as the previous screenshot. The main content area features a large background image with a DNA helix and a circular profile picture of Humphrey Jones. Below the profile picture, the name 'Humphrey Jones' is displayed, along with the text 'Joined Sep 2016 · Active now'. A navigation bar below the profile picture includes links: Profile (selected), Membership, Connections, Groups (1), and Forums. The 'Details' section is visible, showing fields for First Name (Humphrey), Last Name (Jones), and Nickname (humphrey.jones). An 'Edit' button is located in the top right corner of the details section.

3. Updating / renewing your membership

If you select “**Membership**” on the profile menu (‘person’ icon) and then ‘**Subscriptions**’, you will see your current membership status.



Membership	Subscription	Active	Created	Expires	Card Exp.
Standard Membership <small>1MK02037/VX2007534</small>	None <small>€30 for 1 Year</small>	Yes	2023-09-15	2024-09-16	Renew

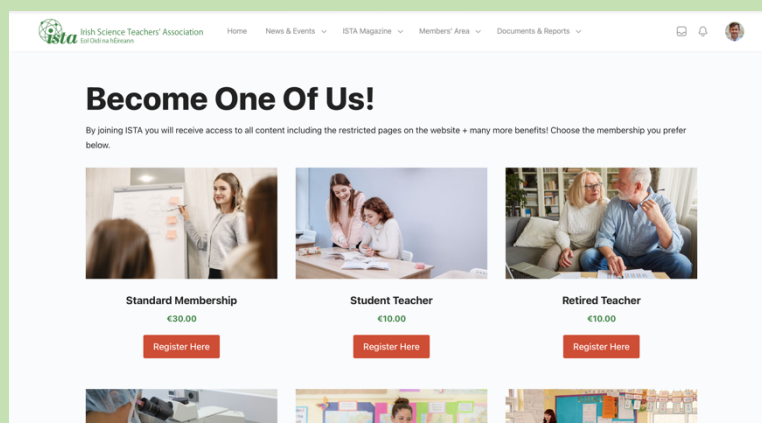
Your current membership is displayed here, as well as the expiration date. You should see an option to ‘**renew**’ on the right side of the page. If your renewal date is approaching, you can select this; a new window will appear (it will ask you to update your “info”) and give you a link to the PayPal payment system. You will also receive regular email reminders when you are due to renew.

You do not need to have a PayPal account to pay your subscription ... simply select ‘**Check Out as a Guest**’ to pay with a debit or credit card or select **Apple Pay** if you use that service.

IMPORTANT:

If no membership is displayed here, it means your membership has been lapsed for over a year and you will need to re-join ISTA. You do not need to create a new account and your profile info is still saved. To do this, log in as normal and return to the homepage (you can click on the ISTA logo on the top left) and click the ‘**JOIN US NOW**’ button. Select the membership appropriate to you (see the image on the right) and follow the instructions. Your new membership will then be displayed under the ‘Subscriptions’ tab as normal. If this applies to you, you will only need to do this once.

If you were a student member, but are now in employment, you should not renew your Student Membership but instead upgrade your membership by selecting the ‘**JOIN US NOW**’ button on the homepage.



Become One Of Us!

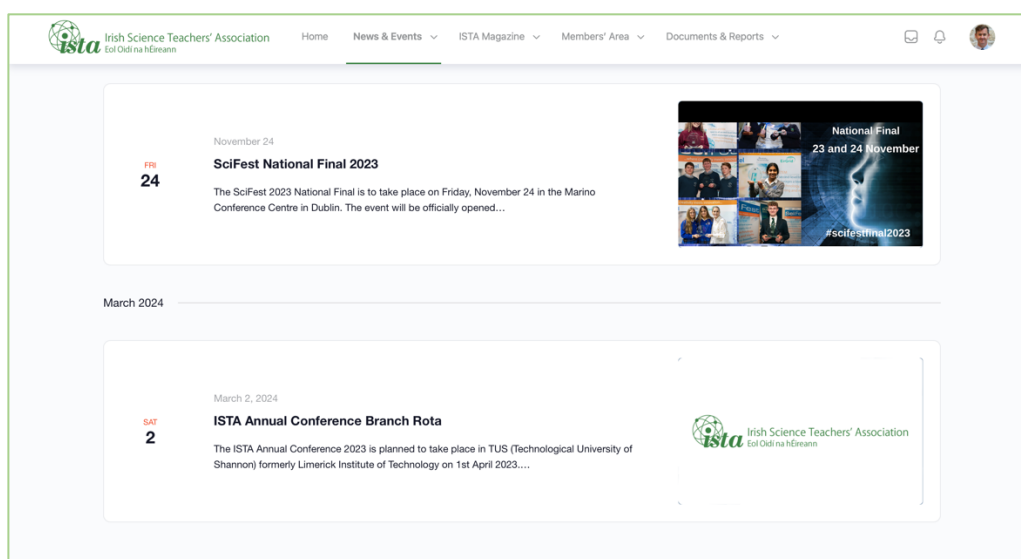
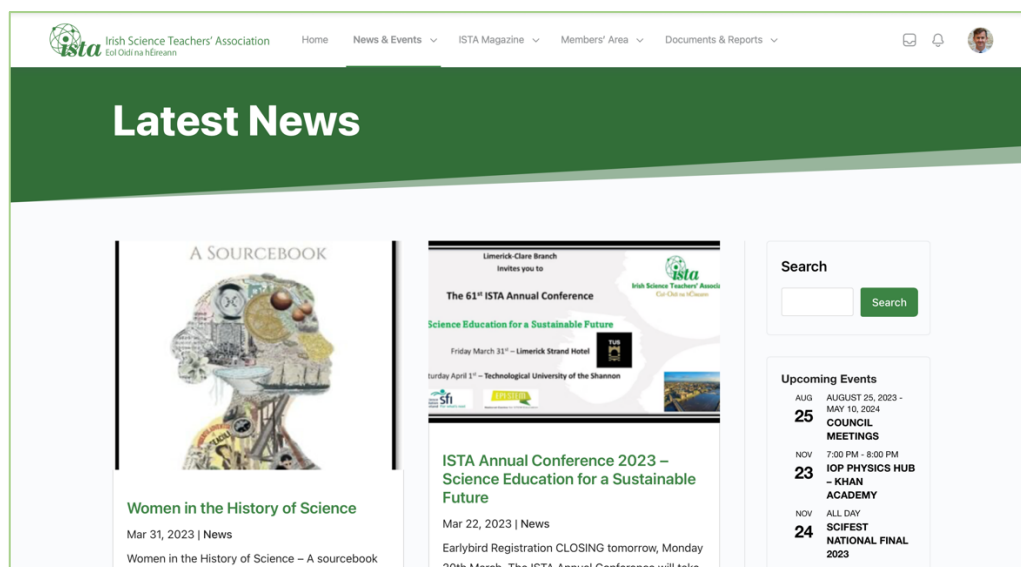
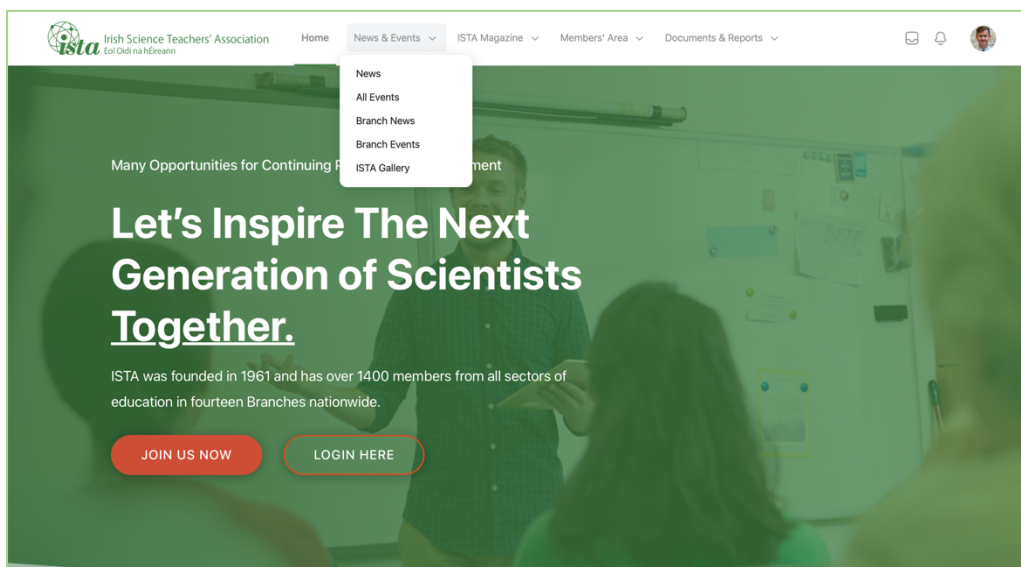
By joining ISTA you will receive access to all content including the restricted pages on the website + many more benefits! Choose the membership you prefer below.

Standard Membership	Student Teacher	Retired Teacher
€30.00	€10.00	€10.00
Register Here	Register Here	Register Here

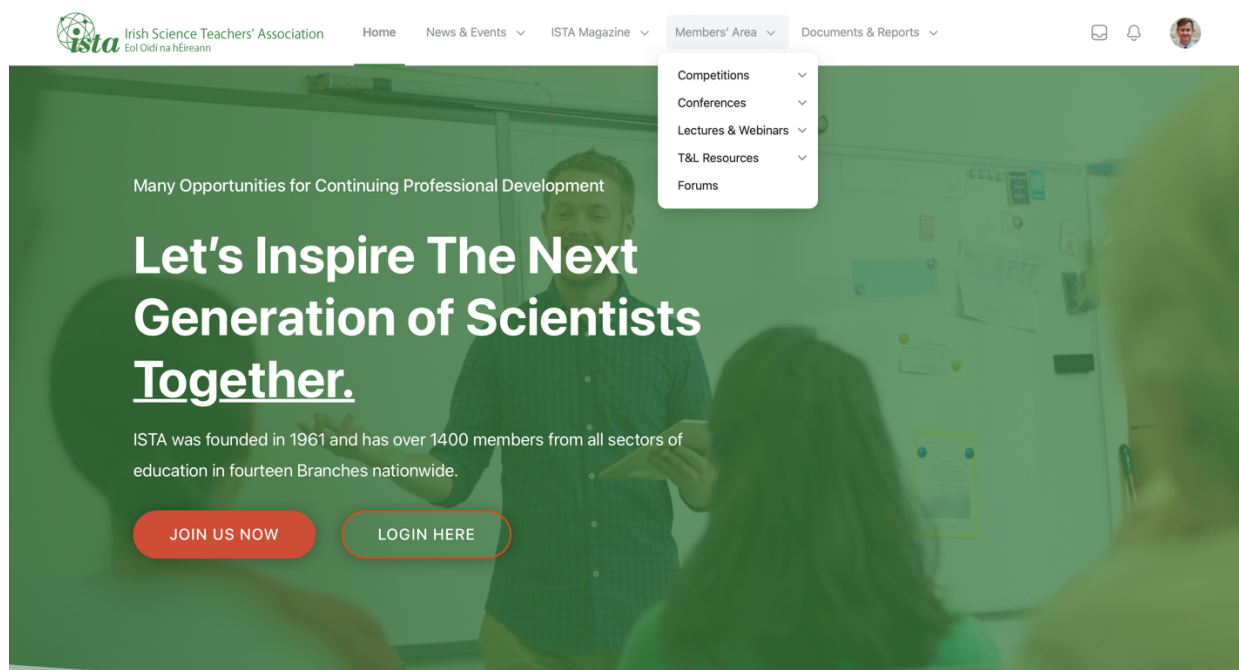
You can view your previous payments by selecting the ‘**Payments**’ tab.

4. Navigating the website

You can navigate the website using the menu at the top of the page (or by selecting the menu icon three horizontal lines) if accessing on a phone). Under **'News & Events'**, you will find the latest ISTA news and events taking place across our branch network. Some of these are displayed on the homepage too.



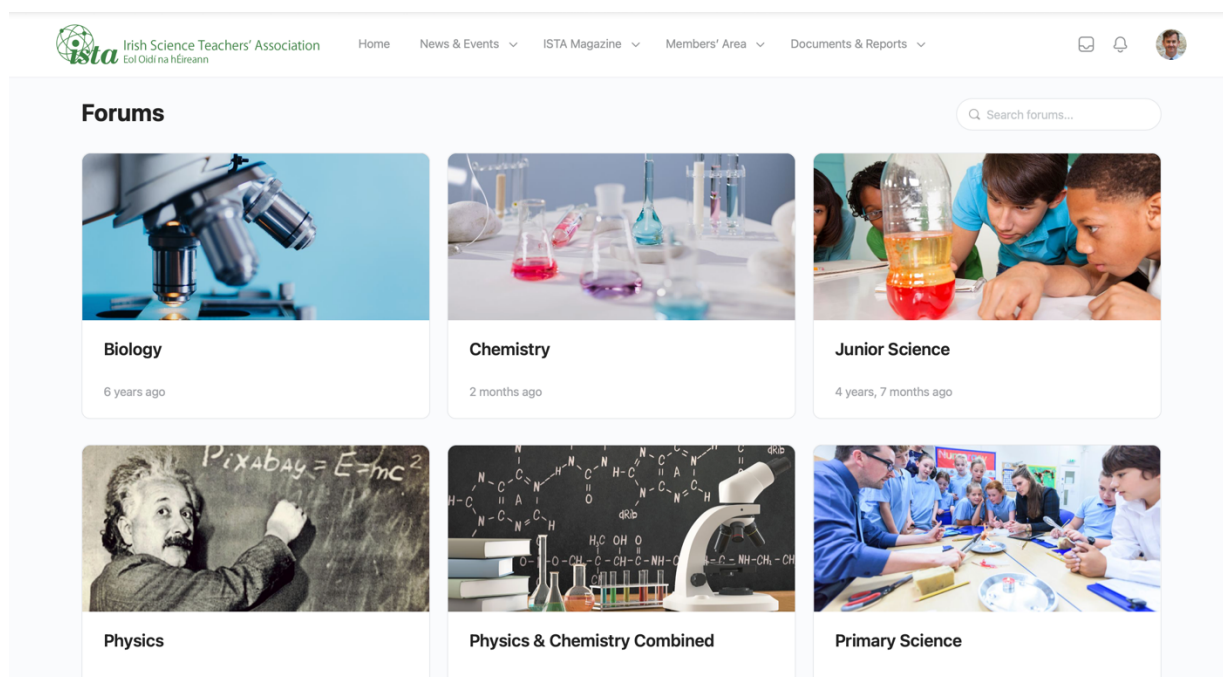
Under **'Members' Area'** you will find information on ISTA's competitions, conferences, webinars and teaching and learning resources. We also have a facility for forums, for all the Junior and Senior Cycle science subjects.



Previous issues of the ISTA's Journal can be accessed under the **'ISTA Magazine'** tab on the main menu and reference documents can be found under **'Documents & Reports'**.

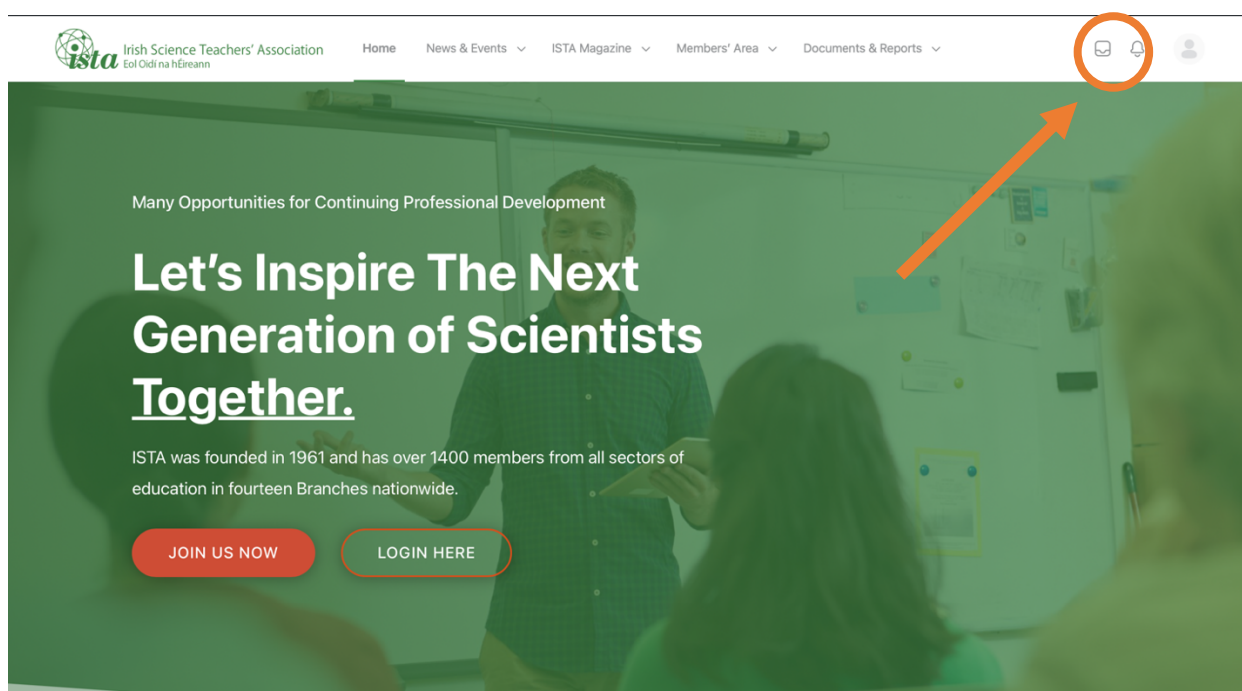
5. Using the forums

We would like to encourage members to use our forums, accessible under the **'Members' Area'**, to add questions for our members to answer or add your response to a member's questions. These questions might be about subject specific knowledge, marking schemes, teaching ideas, experiment tips or anything that takes your fancy.

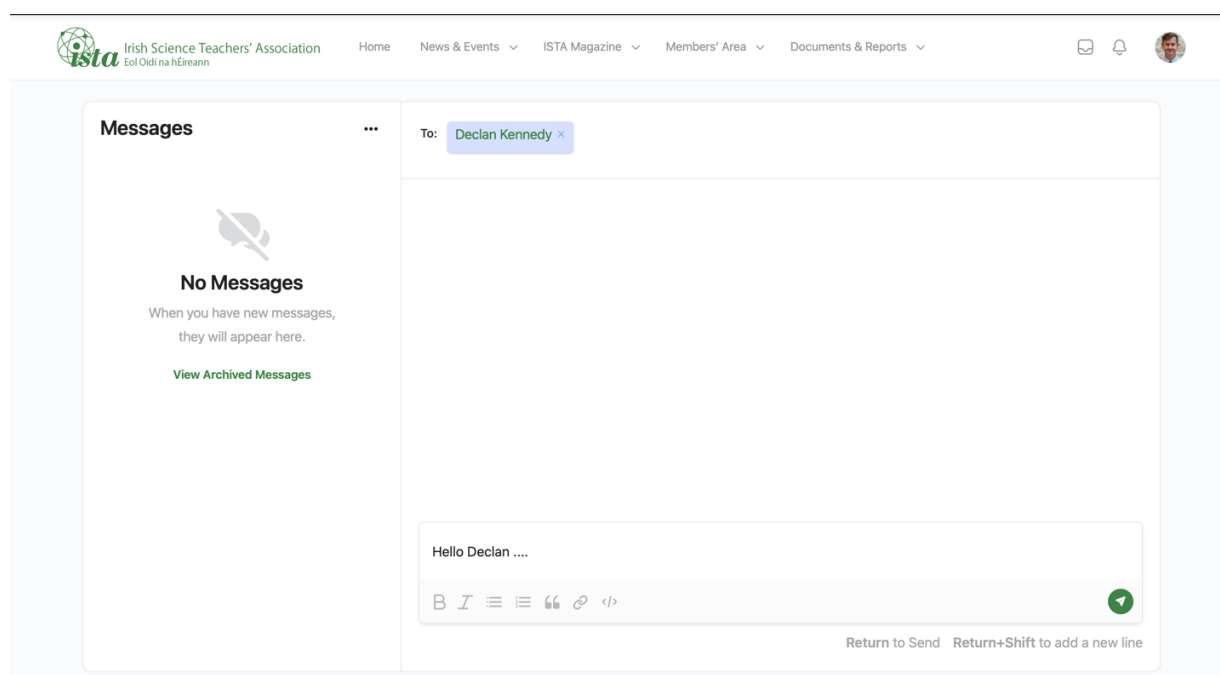


6. Sending messages

A new feature on the website allows active members to message other active members via the site. If you click on the **'Message'** icon on the menu, and then select **'View Inbox'** a messaging app will open.



You can start typing the member's name in the **'To'** box, scroll until you find them and then write your message. Branch officers might find this a useful method of contacting local members or if you have a question about your account. You will see any new messages beside the bell icon on the top menu and you will also receive an email notification if you receive a message.



For any queries about the new website or any technical issues with your account or renewal, email webadmin@ista.ie or message Humphrey Jones on the messaging service.