NZIFST Profiles - do I have to?

Yes! In order to register for NZIFST events, sign up for email notifications and apply for NZIFST membership you must create a profile within the NZIFST system.

We will only send you emails for the event you have signed up for, or if you sign up to receive specific email notifications, such as for member notifications, events, newsletters or the FoodNZ Journal.

How do I set up an NZIFST Profile?

1. Head over to <u>www.nzifst.org.nz</u> and click on the Login Button, on the top right hand side.



2. This will take you to the login page below. Click on the Create a Profile button

	TECHNOLOGY INC
Log in	
Email	Do I need an NZIFST Profile?
	Yest By creating an NZIFST profile, you can register to attend events, receive email notifications and annix for membership to NZIFST
Password	
rassing	to receive specific email notifications, such as for member notifications, events,
	newsletters or the FoodNZ Journal.
Keep me signed in for 30 days	If you are already to NZIFST member, and you haven't logged on for a while, click on the blue I've lost my asswer link to the left to reset your password.
Log in I've lost my pass	word
	Ceste a Pione

3. Fill in the details on this page and click Sign Up.

To creat details b	e an NZIFST profile below.	, or make si	ure you don'	t already hav	ve one, fill in yo	ur
First Na	me					
Sumam	e					
Email						
	I'm not a robot		reCAPTCHA Privacy - Terms			
Sign	Up					

4. If you already have an NZIFST Profile, an error message will appear at the top of the page like this:



Te create an l	ZIECT profile or make		t also a de base	and fill in care
lo create an i	ZIFST profile, or make	sure you don	t aiready nave	one, till in your
details below				
First Name				

a. Click on the blue link in the message which will take you to the Lost Password

page:



- b. Follow the instructions to reset your NZIFST profile password.
 - i. Detailed instructions can be found here.
- 5. If you haven't previously created an NZIFST profile, you will see this message:



Nau Mai, Haere Mai, Welcome

Thank you for creating a profile on the NZIFST Site.

Please check your email for instructions on how to complete the login process and create a password.

Once you have completed the NZIFST login process, please update your profile with your contact details, by clicking on your name in the top right hand corner.

Head to your dashboard by clicking on this icon



membership, and subscribe to various mailing lists.

6. Head to your email inbox and click on the link in the email to set up your password.

Welcome to NZIFST



6	«5	\rightarrow	
			5:31 pm

Kia ora 🚌

Please click the link below to complete your site sign up and set your password. https://nzifst.org.nz/Security/activate/be83b9f3d17193a6e35d34cee040ce9f

a. The password set up page looks like this:



Enter a passw	vord		
Confirm pass	sword		
Re-enter your	r password		

7. When you have completed setting up your password, you will be directed to your profile dashboard:

If you are new here, you can find out the benefits of NZIFST Membership, and which membership level is right for you here,	Applications
NZIFST Name Fronte	
Website News Events	
Click on your name in the top right hand corner to open you profile.	
Click on the black cog to adjust how your dashboard will look.	
Click on the CO Menu on the top left hand side to see your modules.	
Click here to find out how to update your profile.	
If you have any questions that are not answered here or on the website, please email into@nzifst.org.nz	

- a. Here you can head to the website, find news and events, and update your profile.
- b. If you update your profile with contact details, your organisation/company, dietary information etc, this information will flow into your event bookings.
- c. If your organisation is not of the drop down list, please email wendy@nzifst.org.nz to have it added to the list.
- 8. To register for an Event, click on the Events link above, and scroll down to the event you are interested in, and click on the Read More button at the bottom of the event post.



9. Click the register button to register yourself for the event.



- 10. Once you have registered, you will receive an email confirming your registration, and your invoice.
 - a. If you would like your invoice to go to your accounts department and you are not already set up for this, please email <u>wendy@nzifst.org.nz</u> with the accounts department details, so these can be added to your organisation's profile.