

BGGA Website Help

For assistance with the new Bowen Gumlu Growers Website, online member resources and accounts, please follow the steps below. If you require additional assistance please contact our office on (07) 4785 2860 or admin@bowengumlugrowers.com.au.

The Bowen Gumlu Growers Association website can be accessed via <u>https://www.bgga.com.au</u> or <u>https://www.bowengumlugrowers.com.au</u>.

On the home page you will find links to your account, resources and a menu with links to online membership and partnership purchasing, current projects and contact information.

Please note – to access member only resources you must be logged into the website via the My Account link.





Welcome to BGGA

Bowen Gumlu Growers Association (BGGA) is a regional industry body that represents the interests of our members, horticultural growers, producers and associated agribusinesses in North Queensland. BGGA's key activities include member services, advocacy, workforce and industry development and the delivery of projects focused on improving on-farm practices, commercial outcomes for farming businesses and the prosperity of our regional community.

The region is the largest producer of winter vegetable crops in Queensland generating farm gate production worth approximately \$650m per annum. Key commodities produced include tomato, capsicum, mangoes, cucurbits, beans and corn. Our growers employ approximately 1,500 workers throughout the year with an additional 2,000

Purchasing your BGGA Membership or Partnership through the BGGA Website

Bowen Gumlu Growers Association memberships and partnerships can now be purchased online. To begin the process go to the Home Page, click on Menu in the top left and select Join BGGA or Partner with BGGA. The process for both membership and partnership purchases are the same. We have outlined the steps for Membership purchase below.

- 1. Once you have clicked Join BGGA in the menu, you will be taken to the BGGA Membership page. Please take some time to read about the benefits that membership entitles you to.
- Membership fees are based on previous year's production and are calculated by each member. Please calculate your membership fee and have it ready for the checkout process.
- 3. Scroll to the bottom of the page and click the green button to continue to checkout page.



BGGA Membership fees are based on the previous year's production

1c per carton OR \$1 per tonne

Minimum \$500 (+GST) Capped at \$3000 (+GST)

Memberships \$500 to \$999 (+GST) receive one ticket to BGGA's Gala Dinner. Memberships \$1000 (+GST) and above receive two tickets to BGGA's Gala Dinner.

Click here to complete your BGGA membership purchase online



- 4. The next page displays the complete checkout process. To begin please enter your Membership amount and then complete each of the fields below. These fields will complete your member profile – you can change these at any time through your Account login once membership is complete.
- 5. At the bottom of the Membership Fields please click the Add to Order button. Please ensure you only click this button once. The membership will then be added to your cart at the bottom of the page.

BOWEN GROWERS AS	Add to order			O My Account	Resources	Menu	
"BGGA Membership" added to yo	ur order. Complete your order below.						
Billing details	Additional information						
First name *	Last name *	Order notes (optional)					
		Notes about your	order, e.g. spec	cial notes for	delivery.		
Email address *						<i>h</i>	
Keep up to date with all the news from Association. Our monthly e-newsletter contained industry news. Your order) the Bowen Gumlu Growers Intains important local, regional and						
Product		Quantity	Total				
× BGGA Membership		1	\$2,000.00				
Cart Subtotal			\$2,000.00				
GST			\$200.00				
Order Total			\$2,200.00				

- 6. You can then add your billing details and select if you would like to receive the BGGA monthly newsletter.
- 7. Once your billing details are complete, please scroll down to the payment section. You can choose to pay via credit card or direct deposit. Paying by credit card is completed on the BGGA website and the transaction is processed immediately. If you choose to pay by direct deposit you will be provided with the bank details on the next screen. You must then organise the funds to be transferred from your account via Internet Banking or your

banking app. If you pay via direct deposit it may take a few days for your account to be processed.

Pay by Credit Card:

Card number		Expiration	CVC	
1234 1234 1234 1234	VISA 🚺 🤀 🔤	MM / YY	CVC	
Country				
Australia				~
Direct Bank Transfer				

Pay by Direct Deposit:

 Credit card / debit card Direct Bank Transfer 	
Make your payment directly into our in our account.	r bank account. Please use your Order ID as the payment reference. Your membership will not be activated until the funds have cleared
Your personal data will be used to p	process your order, support your experience throughout this website, and for other purposes described in our <u>privacy policy</u> . Place order

- 8. Once you have chosen your payment method click the Place Order button at the bottom. If you have selected to pay by Direct Deposit you will be provided with the payment details on the next page. This information will also be emailed to you at the address provided in the Billing Details section.
- 9. At the next step you also have the option to add additional emails to our database. This will ensure other people in your business or team also receive important communications from BGGA.

Logging in to you BGGA Membership or Partnership account

Once you have purchased a membership or partnership with BGGA you can access your profile details, order details, invoices and more from the Account login.

Upon purchasing your membership or partnership you will receive an email from <u>admin@bowengumlugrowers.com.au</u> with the subject line: *Your Bowen Gumlu Growers Association account has been created!* This email will contain your username and a link to set your account password. Please click on the link to set your new password.



Once your password is set you can log into your account on the BGGA website. To do so, go to bgga.com.au and click on My Account in the top right corner. Use the username from the email you received and the password you created to login.



Access to the Member Portal is via the login form below. Once logged in you can access your account details, invoices and member-only resources. Please use the email address or username supplied via email. If you have forgotten your password, please click the link below. For additional support email admin@bowengumlugrowers.com.au.

	Dashboard	Orders My Membership	My Profile	Addresses	Payment methods	Account details	Log out
Hello	(not	? <u>Log out</u>)					
From your account databased you can view your secont orders, manage your chinging and billing addresses, and odit your paceword and account datable							

In the Account section you can choose to view and edit your profile, payment methods and account details. Clicking on Orders will take you to a list of order made and a link to download your invoice as a PDF for tax purposes.

Once you are logged into your Account you can also access our vast library of member only resources. You can find these under Resources in the top menu.

If you have any difficulties accessing your account please contact us.