

Important information regarding member access to the AADAI Website

From 4th June 2026 we will complete work to integrate a new member record management database with our website, which will allow members to control their own member records.

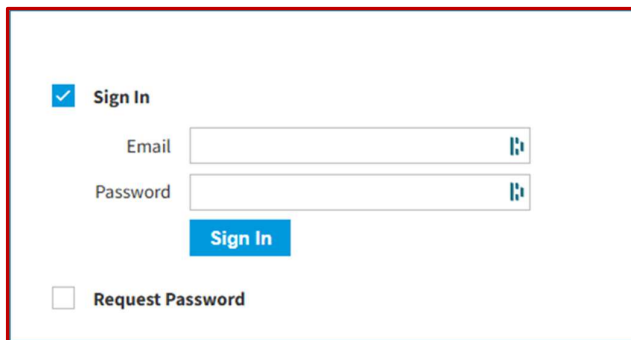
Members need to create a new password to gain access to the member only content on the website.

What do I need to do?

Initially, in order to establish the linkage between the AADAI website and MembershipWorks, **members need to create a new password** to gain access to the member only content on the website.

Steps to creating a new password:

1. Go to the AADAI website: <https://www.addisons.org.au>
2. Click on the **MEMBER LOG ON** box on the top right-hand side of the Home Page. It sits below the “Donate” icon.
3. The following logon box will appear:



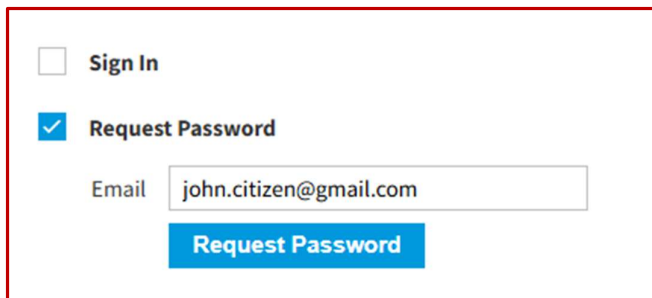
Sign In

Email

Password

Request Password

4. Enter the email address that you would have previously used when logging in to the website. This email address is the one that is already used by MembershipWorks to send members their renewal notices.
5. Tick the “Request Password” box and then click “Request Password”.



Sign In

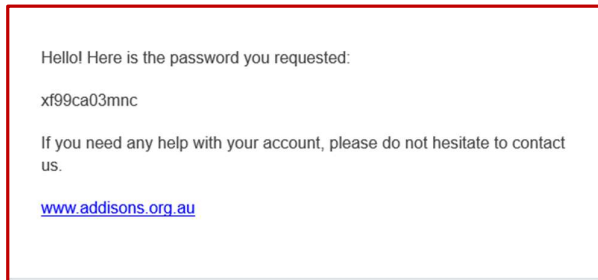
Request Password

Email

It is important to tick the box “Request Password” because no password exists for you in MembershipWorks.

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6. After clicking on "Request Password", a new password to log onto MembershipWorks will be automatically sent to the email address that you have entered.

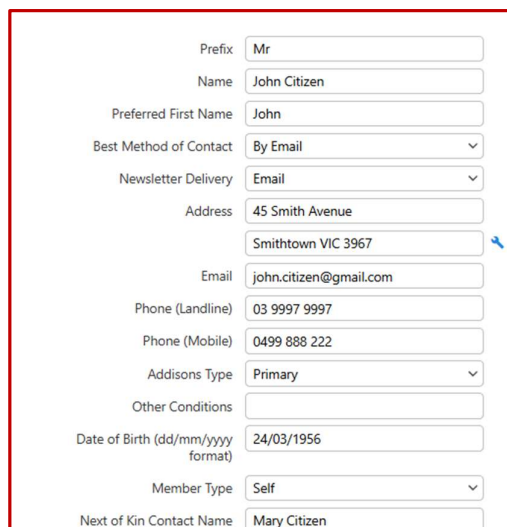


If the email does not appear to have been received, please check your junk\spam folders in case it has gone there.

7. You should then be able to use your email address and the new password that has been just sent to you to successfully logon onto MembershipWorks from the Website. Refer to steps 1 -3 above for logon procedures.

Updating your profile and reviewing content

8. The first thing that you will see after having successfully logged on will be your member profile.



Prefix	Mr
Name	John Citizen
Preferred First Name	John
Best Method of Contact	By Email
Newsletter Delivery	Email
Address	45 Smith Avenue
	Smithtown VIC 3967
Email	john.citizen@gmail.com
Phone (Landline)	03 9997 9997
Phone (Mobile)	0499 888 222
Addisons Type	Primary
Other Conditions	
Date of Birth (dd/mm/yyyy format)	24/03/1956
Member Type	Self
Next of Kin Contact Name	Mary Citizen

9. Check that your profile information is accurate and make any changes required. Remember that the date of birth must be in dd/mm/yyyy format with the date and month of birth each containing two numeric characters, i.e. a 1stMarch 1980 birthday is entered as 01/03/1980.
10. Check that you have full access to the Member Resources content such as Fact Sheets, Previous Newsletters, Regional Representatives etc.

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Background on what this change is all about

As background to all members, work has been underway to replace the underlying database that controls access to the member content on our website. This database was known as S2MemberPro.

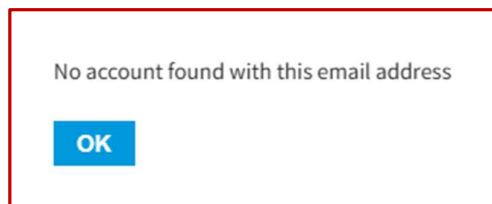
In January 2025, AADAI moved to a new database to maintain its member records. This software is MembershipWorks.

The benefit of this change will be that all member records will only be maintained in one place, i.e. MembershipWorks. Members will have full control over their own member record, allowing them to update personal details such as telephone numbers, email addresses, names of the medical specialists etc.

Effective from 1st June 2026, the final integration between the website and MembershipWorks will be in place for the first time.

Troubleshooting

If you receive the message shown in the box below after clicking “Request Password”, it means that the email address that MembershipWorks has for you is different from one that you use to log into the Website. If this is the case, please email membership@addisons.org.au so that the issue can be resolved.



Feedback

It is important that any difficulties experienced is reported so that they can be quickly resolved.

Please use the email address membership@addisons.org.au to report any problems, suggestions etc.

Laura McMenamin
Membership Coordinator

27 May 2026