EDITING YOUR MEMBERSHIP INFORMATION ONLINE

1. Logging in
2. Editing your personal membership details
3. Editing your Find Your Midwife details
   a. Editing your profile
   b. Adding an image
   c. Updating availability
   d. Publishing your profile

LOGGING IN

1. Go to www.midwife.org.nz

2. You can login using either the **Member Login** box or by clicking **LOGIN** at the top right corner of the page.

3. Enter your email address.
   This will be the address that NZCOM has onfile for your membership. If you are unsure, please contact membership@nzcom.org.nz

Login

Email
hayley.m@nzcom.org.nz

Password
•••••••

Forgotten your password?

Login

4. Enter your password.
   If you do not know what this is, click **Forgotten your password?** This will prompt you to re-enter your email address and you will be sent a new one.

Change your password

Old Password

Password

Repeat Password

Save Cancel

*NB: If this is your first time logging in you will be prompted to change your password. If you forget your password at anytime, you can reset it to a temporary one by clicking **Forgotten your password?***

5. Once you have logged on you should see a screen similar to the one below

Public Website | Change Password | [   ] Logout

NEW ZEALAND COLLEGE OF MIDWIVES (INC)

Members Homepage

Your Details   Your Notifications   Find Your Midwife

If you do not get this screen and are returned to the homepage please click on **PORTAL SYSTEM** in the top right hand corner of the screen.

NB: This option is only available once you are logged in.

CONTACT US | PORTAL SYSTEM | HAYLEY MCMURTRIE, LOGOUT

FOR MIDWIVES
MO NGĀ WAHINE KAIWHAKAWHĀNAU

FOR WOMEN
MO NGĀ WAHINE

RESEARCH   RESOURCES   JOIN US
RANGAHAU   NGA RAUEMI   NAUMAI

EDITING YOUR PERSONAL MEMBERSHIP DETAILS

1. Click the **Your Details** button to access your personal information.

2. **Member Details** allows you to update the personal information that NZCOM holds for your membership. This includes the address, phone numbers and email addresses that we use to contact you for any reason.
   NB: If you change your email address on this screen, your online login will also change.

3. The **NZCOM Membership** button allows you to change your Billing Category. For example if you are an employed core midwife who wants to become self employed, or go on maternity leave and need to change to non-practicing.

4. **Your Notifications** allows you to select how the College makes contact with you.

EDITING YOUR FIND YOUR MIDWIFE DETAILS

The **Find Your Midwife** website (www.findyourmidwife.co.nz) has been designed to assist women to find an LMC midwife that will be with them through their pregnancy. The success of this online tool will be determined by the quality of the information that is available through it – This means that the more you are able to include in your own profile, the better and more popular the overall website will become.

Creating your Profile

1. Click the **Find Your Midwife** button to begin.

2. If you have logged in before, you should go straight to your profile page. If you have not logged in before, you will need to create a personal profile. Click the **Create your profile** button to set this up.

3. Follow the onscreen instructions to edit the following areas;
   - Personal details
   - Phone numbers
   - Group practice
   - Birthing locations
   - Regions
   - Availability

   Please note that the information that appears in your profile automatically has come from your NZCOM membership. If you do **not** want any of this information to be public (eg, you have a work mobile and a personal mobile) you can remove, or edit this, without affecting your NZCOM membership information (i.e. It will only update **Find Your Midwife**).

   If you are confused about what you can include, it may be helpful to browse the **Find Your Midwife** website and look at other midwives profiles.

IMPORTANT NOTE:
We are encouraging midwives not to use the word "*independent*" in their profiles. This is because there is a misperception that independent midwives work without accountability or oversight, when we know that as midwives we are subject to the same accountability as all registered health professionals.

Profile Photo

The profile photo is very popular with women who browse the site. The photos make a huge difference to the appearance of the site and may impact on how many referrals you receive from the website.

Important notes about profile photos;
- The image you upload must be a **.jpeg** or **.png** file type
- It must also be be *at least* 271 pixels x 271 pixels.
- The best photos are where you are the main subject, photos with more than one face could be confusing.

If you have any issues with uploading your photo please e-mail findyourmidwife@nzcom.org.nz

Updating Availability

Each month you will receive an automated email, prompting you to update your availability. This facility is designed to assist with managing your workload and to make the selection process easier for women browsing the site

*NB: When you update your availability and then save **or** publish your profile, it is immediately given first priority on the public website. This means that the more regularly you update your availability, the closer to the beginning of the regional listings you will be, and the more likely you will be to receive enquiries.*

Publishing your Profile

Once you have published your profile it will be sent to a moderator for approval, before it becomes live on the website. This is to ensure the uniform look of the site and to confirm all the information is correct.

If the moderator has any comments or questions regarding your profile you will be contacted directly.

Questions
If you have any queries whatsoever please do not hesitate to contact us:
Findyourmidwife@nzcom.org.nz or 03 377 2732