QWaLC MemberHub 2026/2027





How to Sign on to the QWaLC MemberHub

Sign in (once your password is set)

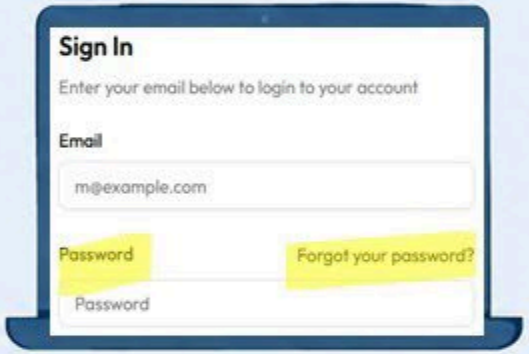
1 Go to the MembersHub sign-in **page.**



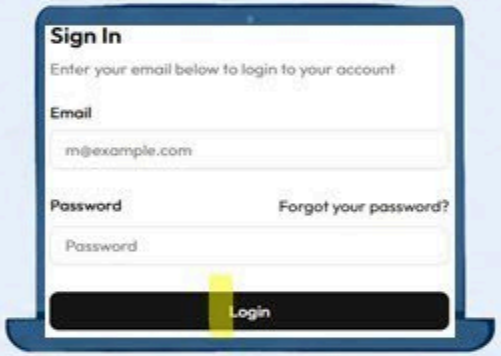
2 Enter your email address (your group's contact email).



3 Enter your password.



4 Select **Login.**



First time signing in?

Set your password first:

1. Check your welcome email from QWaLC for sign-in instructions.
2. On the sign-in page, select **Forgot your password?**
3. Enter the email address that received the welcome email.
4. Use the password-reset link sent to your inbox (it's valid for one hour).
5. Choose and confirm a password that is at least eight characters long and includes uppercase and lowercase letters and numbers.

Tip

After you've set your password, use the steps above to sign in anytime.

memberhub-dev.qwalc.org.au/auth/sign-in?redirectTo=%2F

Signed In

QWaLC
Queensland Water & Land Carers

Sign In

Enter your email below to login to your account

Email

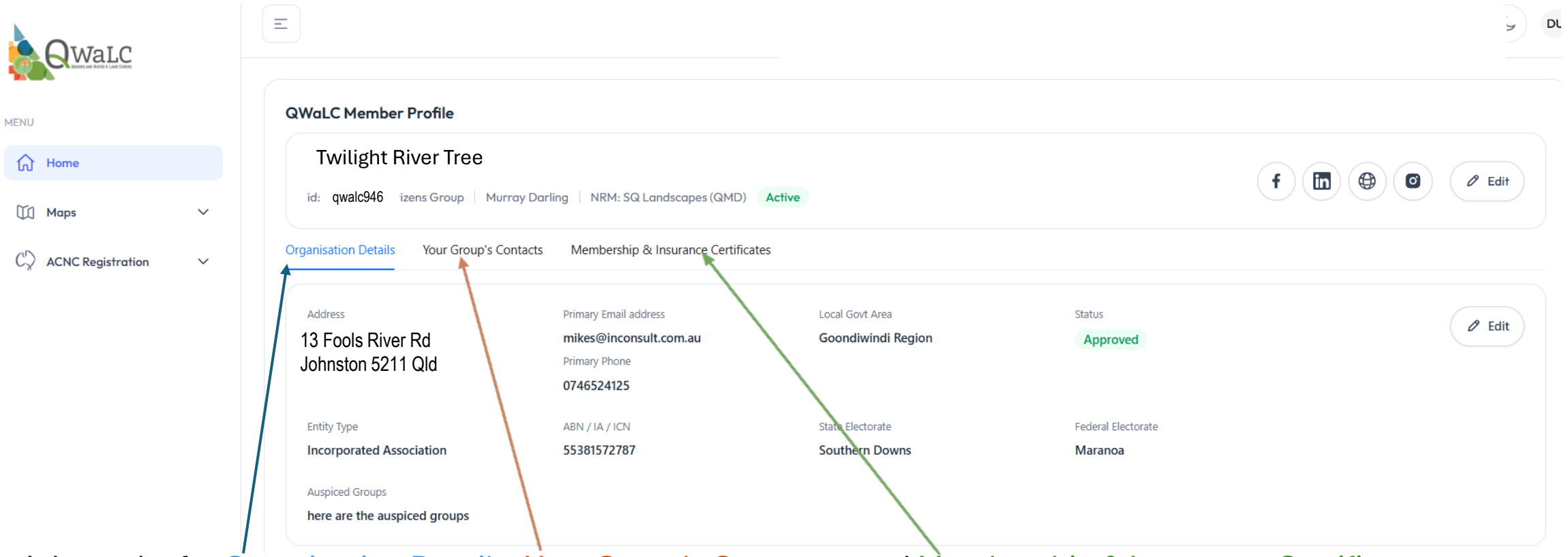
mikes@inconsult.com.au

Password Forgot your password?

Login



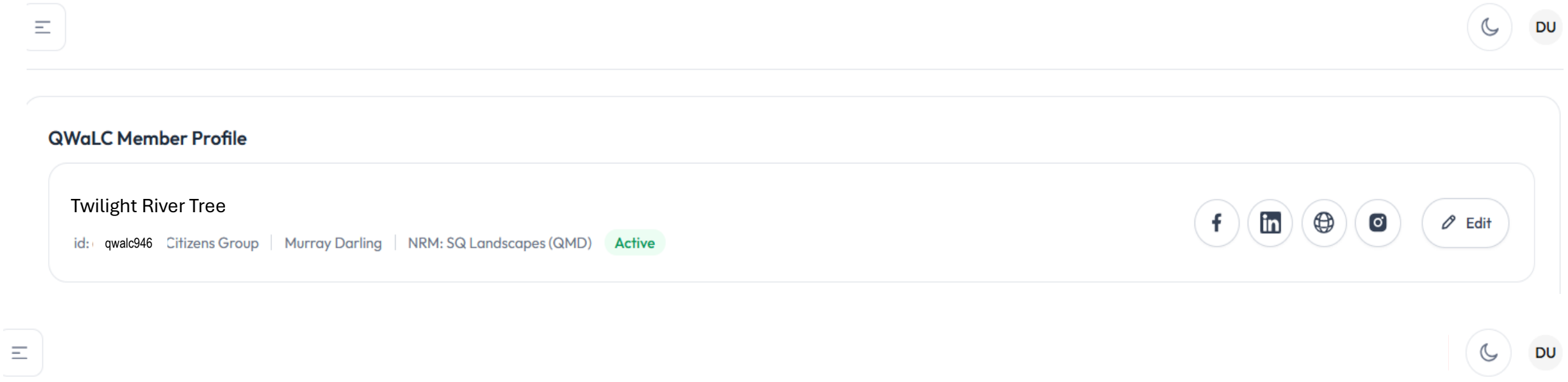
HOME PAGE



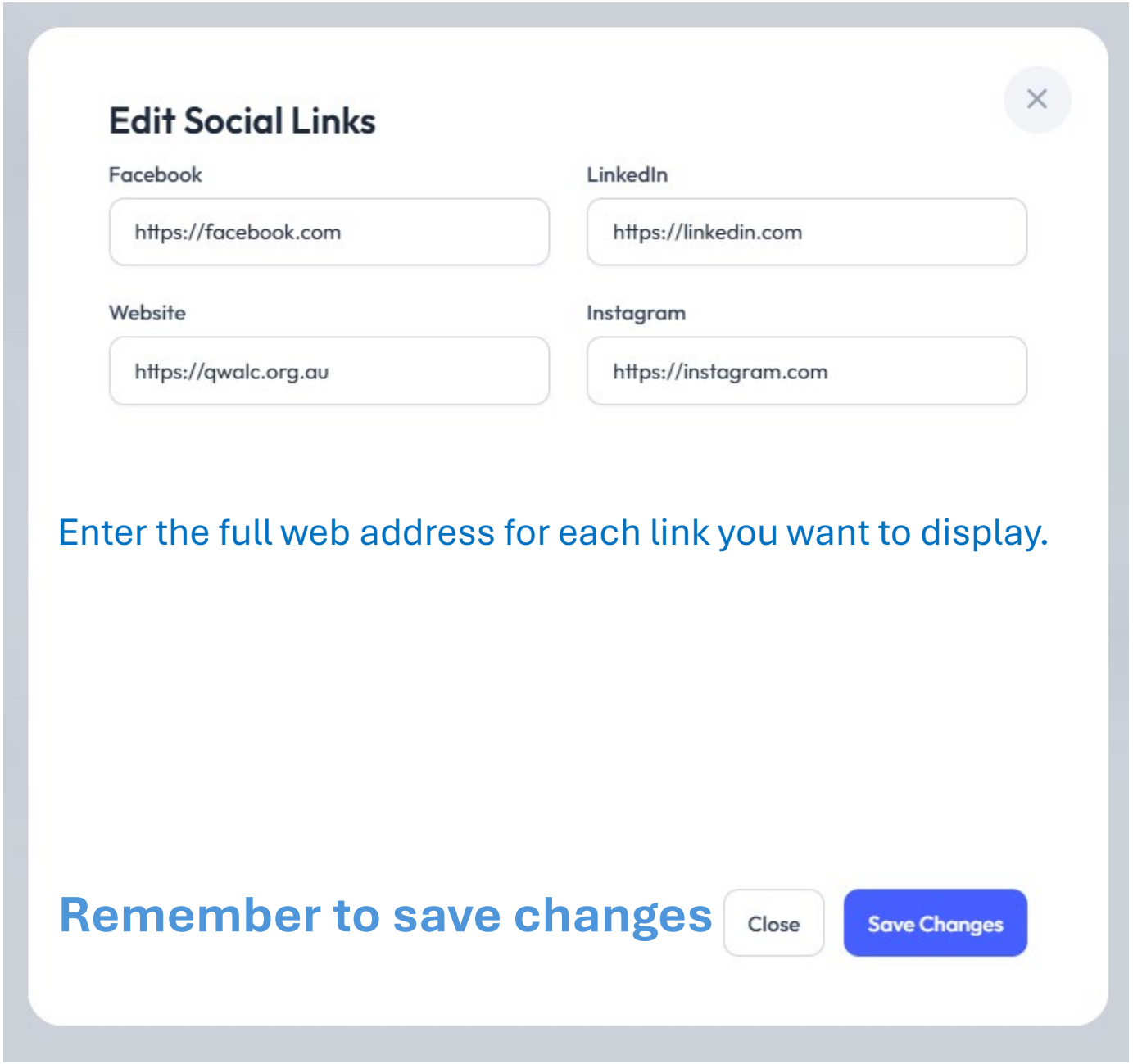
It has tabs for Organisation Details, Your Group's Contacts, and Membership & Insurance Certificates.

This is your group's HOME PAGE. It shows your group's profile.

Social Links Update



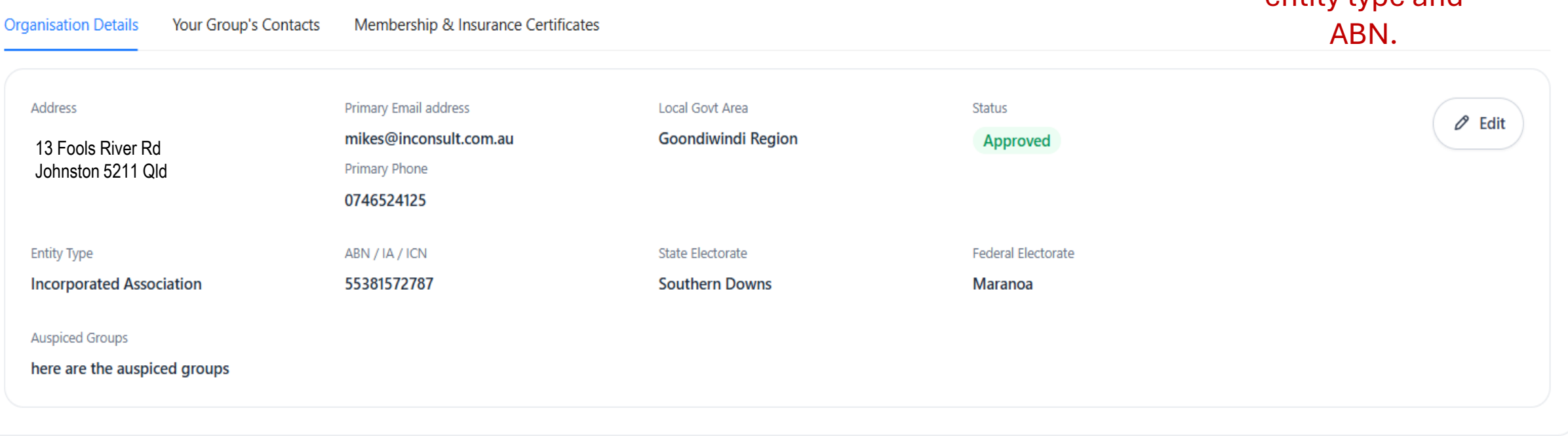
Select **Edit** beside your group name to update the Facebook, LinkedIn, website, and Instagram links shown on your profile.



You will be returned to your HOME PAGE when you have pressed Save Changes

HOME PAGE

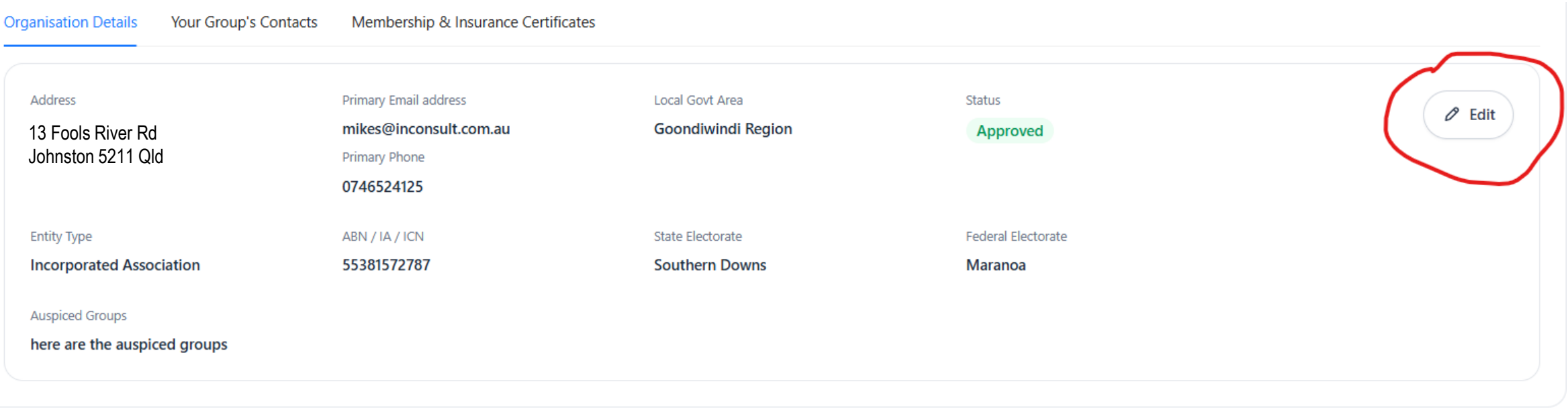
QWaLC manages the legal name, entity type and ABN.



Organisation Details

Displays your group's street address, suburb/city, state, postcode, primary group phone number, and primary group email address, including the legal name, entity type and ABN.

Edit and Update Your Organisation Details



Organisation Details

Press EDIT
to update your group's

- street address, suburb/city, state, postcode,
- primary group phone number,
- primary group email address.

Remember:
QWaLC manages the legal name, entity type and ABN.

Edit Member Profile Page

Organisation Details | Your Group's Contacts | Membership & Insurance Certificates

Edit Member Profile

Street

Fools Rv Road

City / State / Post Code

Inglewood

QLD

4387

Primary Group Phone

0746524125

Primary Group Email Address

mikes@inconsult.com.au

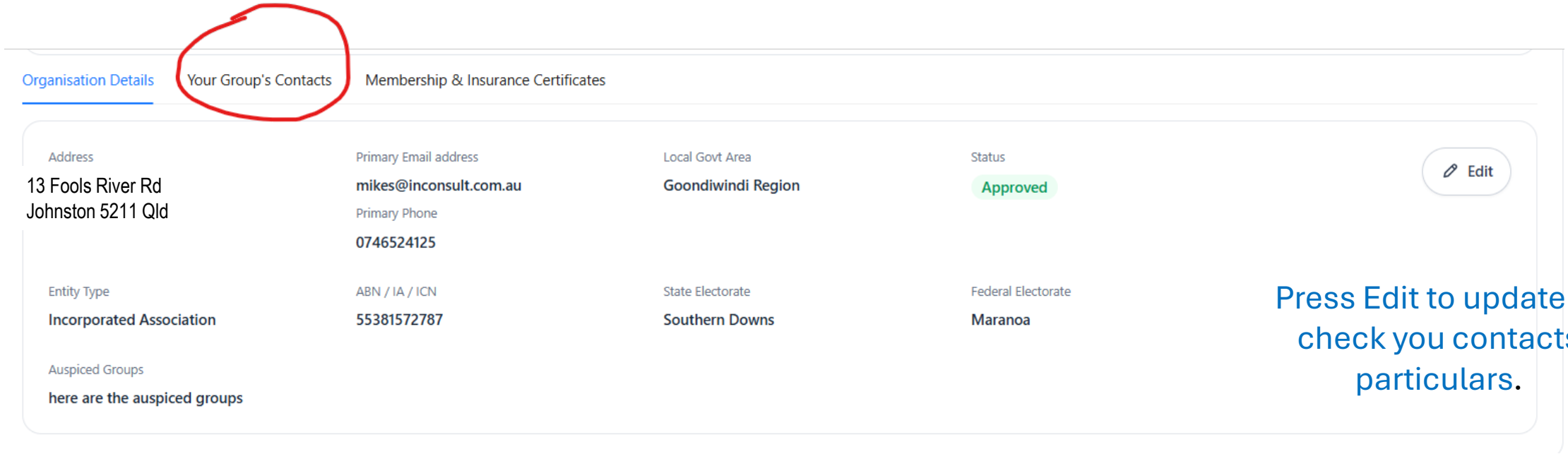
Entity Type

Incorporated Association

You will be returned to your HOME PAGE when you have pressed Save Changes or cancel.

Cancel | Save Changes

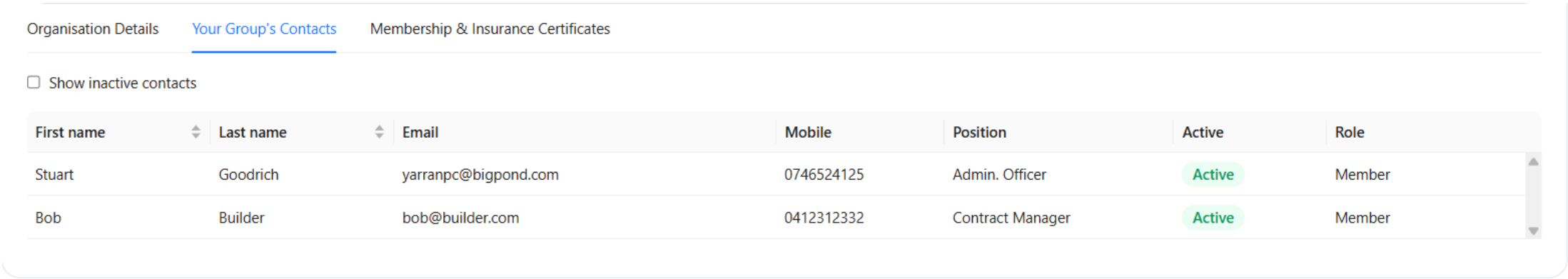
Edit and Update Your Group's Contact



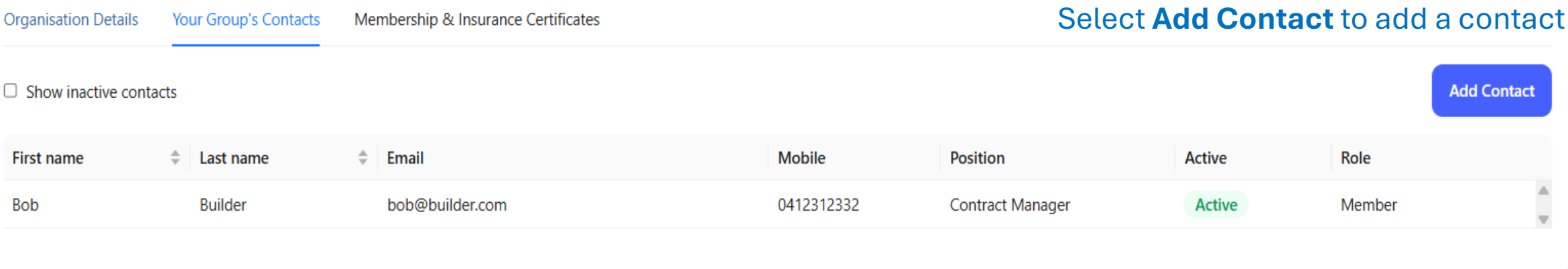
Press Edit to update or check you contacts particulars.

Your group must have a maximum of two contacts.

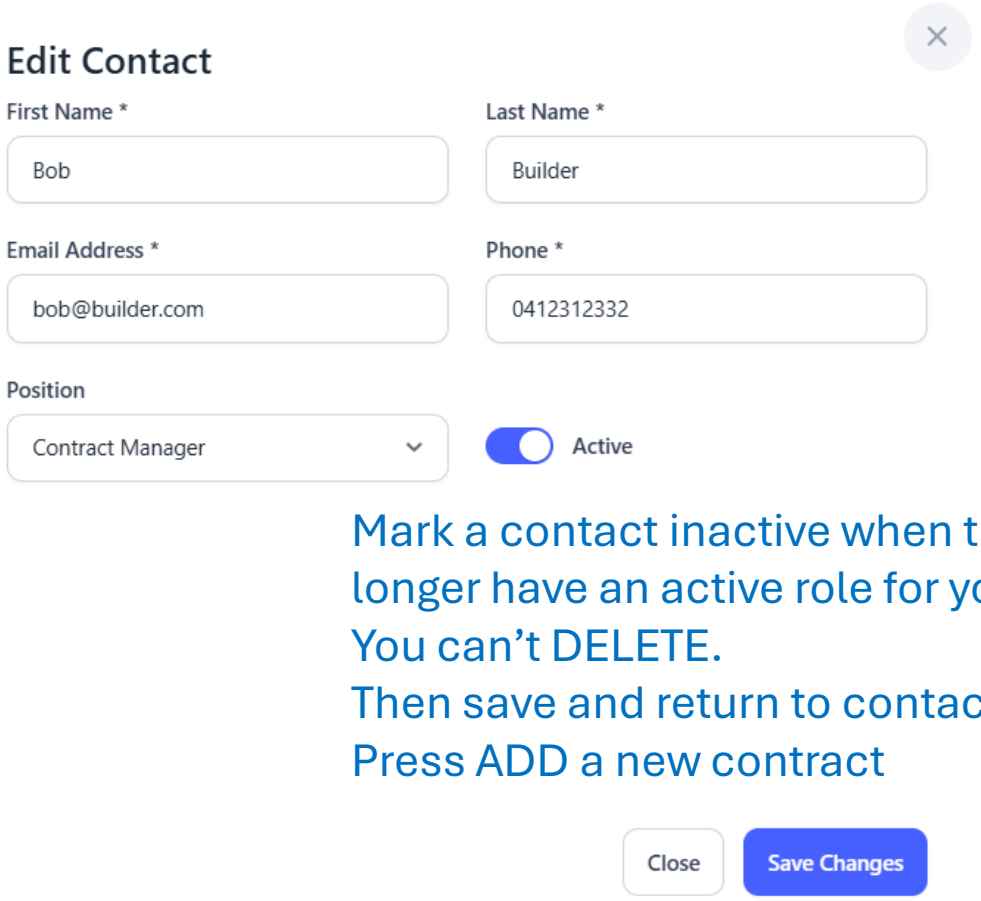
Select an existing contact's row to edit them by clicking anywhere o their information.
You can update each contact's first name, last name, email address,
phone number, position, and active status.



Select **Add Contact** to add a contact



You can update each contact's first name,
last name,
email address,
phone number,
position,
and active status.



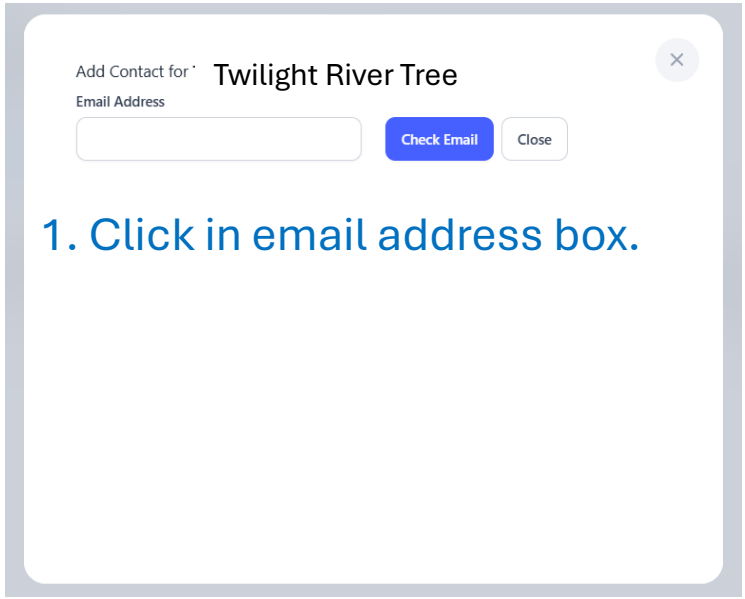
Mark a contact inactive when they no longer have an active role for your group.
You can't DELETE.
Then save and return to contact page.
Press ADD a new contract

You will be returned to your HOME PAGE when you have pressed

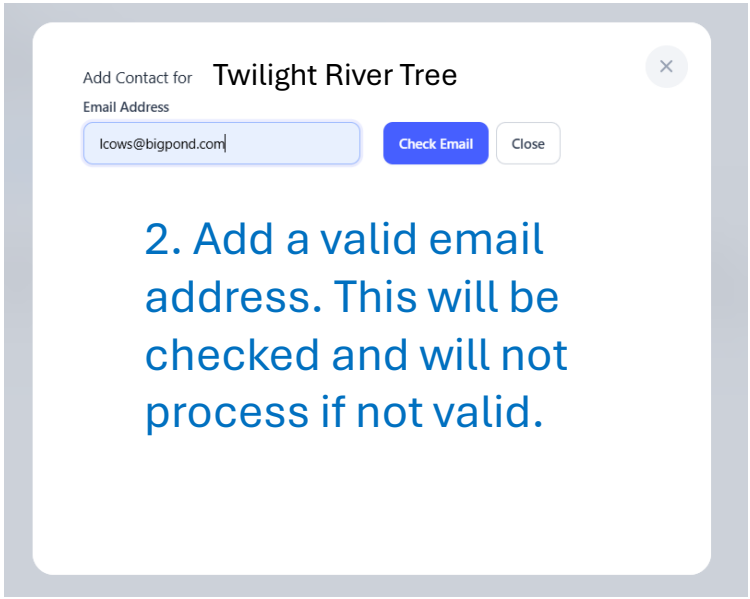


Adding a new contact

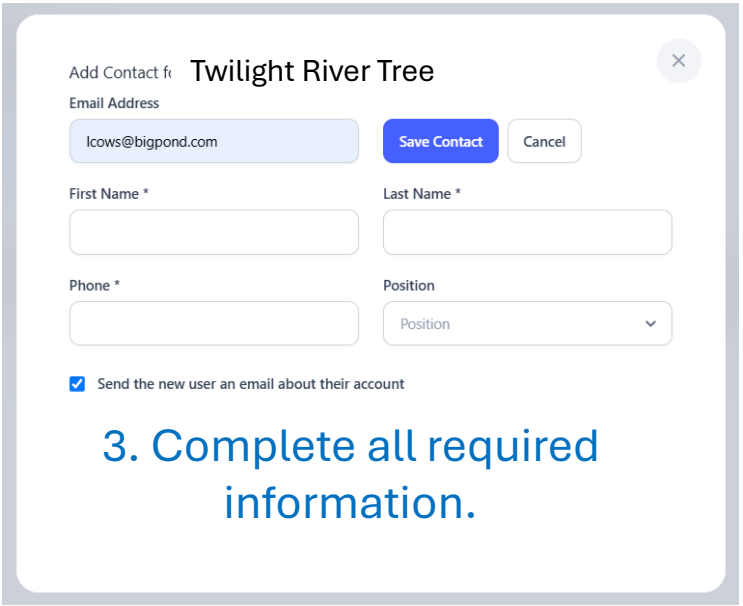
Privacy: QWaLC collects your organisation's and nominated contacts' details to manage membership, insurance, renewals and communications. Your information will be protected and managed in accordance with QWaLC's Privacy Policy and shared only where necessary or legally required.



1. Click in email address box.



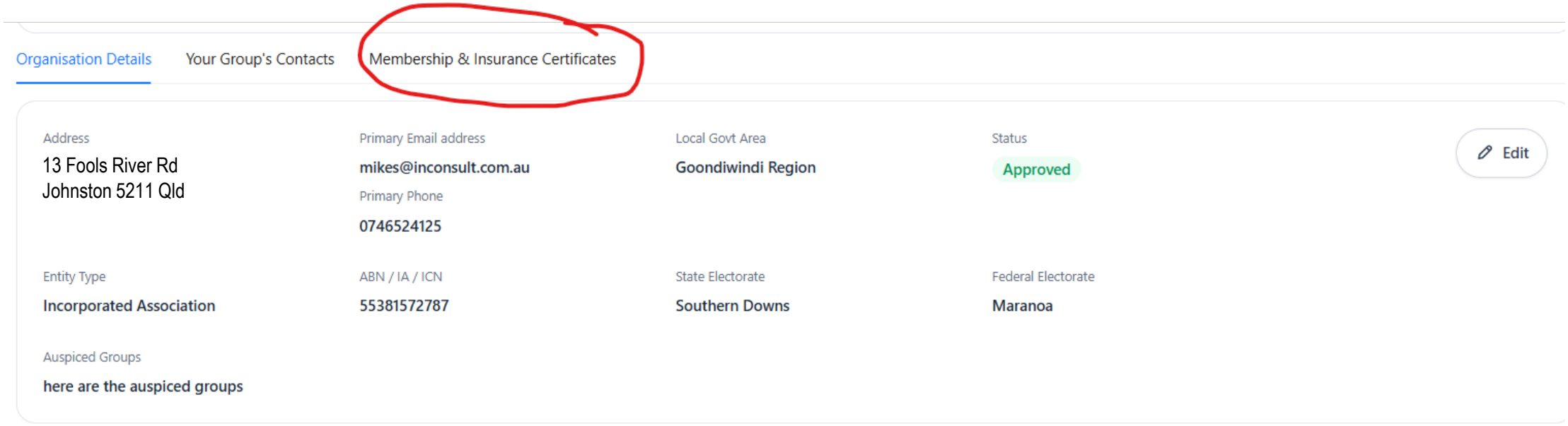
2. Add a valid email address. This will be checked and will not process if not valid.



3. Complete all required information.

You will be returned to your HOME PAGE when you have pressed Save Changes

Membership & Insurance Certificates

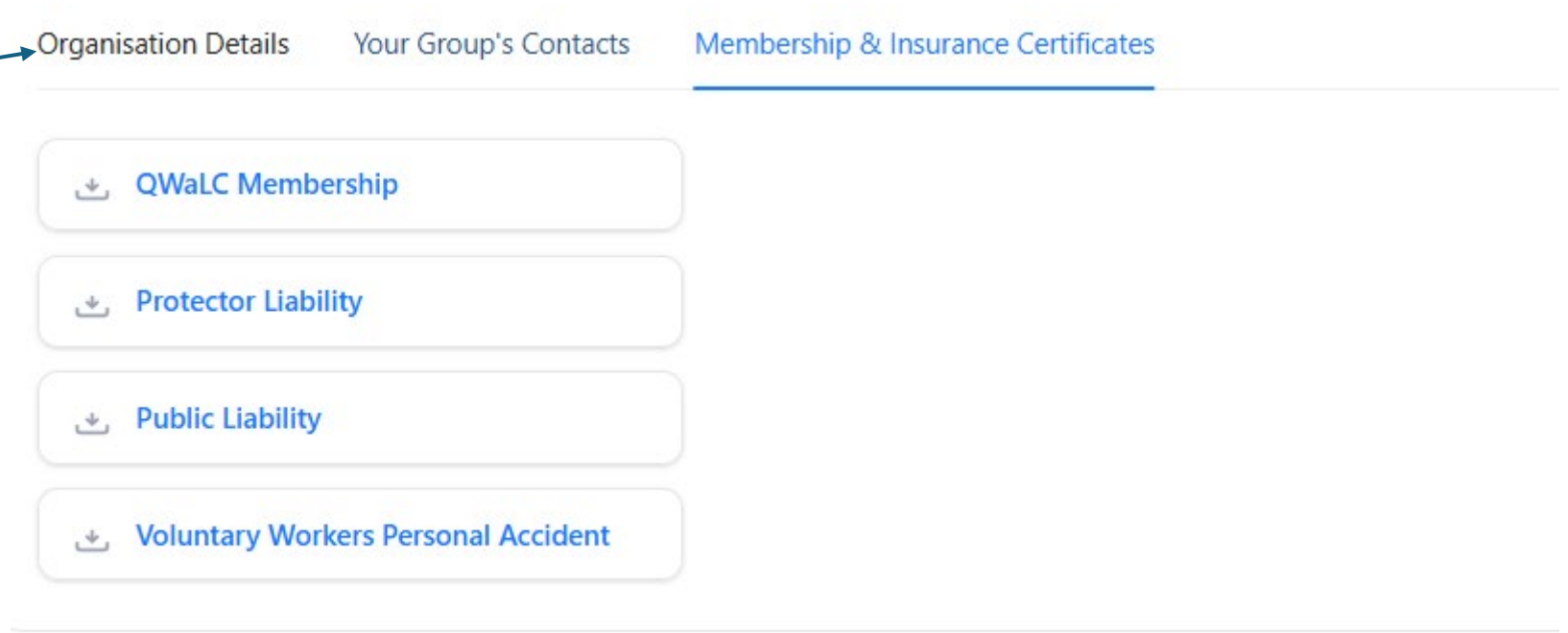


Open this tab on your HOME PAGE to download your available

- QWaLC membership
- Protector Liability,
- Public Liability,
- Voluntary Workers Personal Accident
- Certificates.

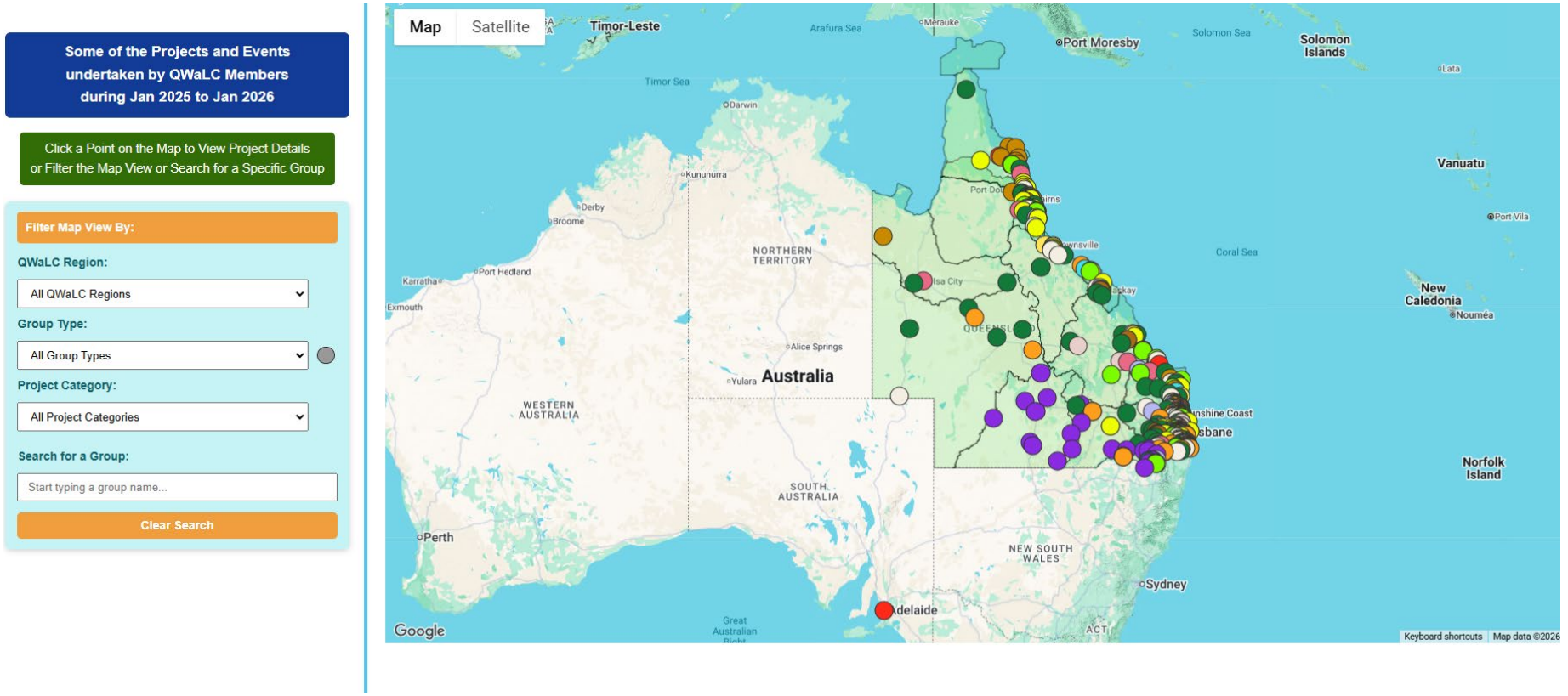
Return to HOME PAGE

To Return to HOME PAGE click on Organisation Details Tab.



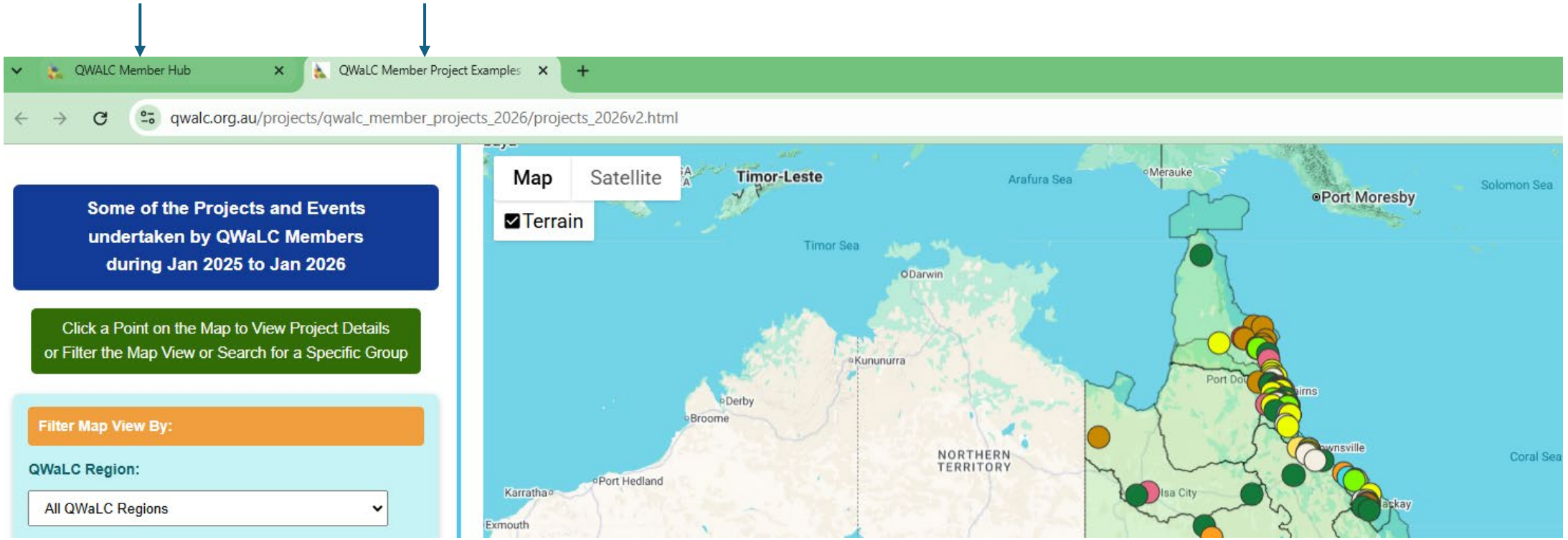
Maps

- The **Maps** item in the side menu has two links to the QWaLC website, where you can view projects and locations for other member groups:
- Member Projects 2026
- Members Locations



These links take you to a new tab.

To return to MemberHub HOME PAGE click previous tab on top of window.



Support:
Where can we get help or further information?

For assistance with QWALC MemberHub access, membership information, insurance certificates or annual membership renewals, please contact:

- **Mary-Lou Gittins OAM**
  Executive Officer
  Queensland Water and Land Carers (QWaLC)
- **Email:** marylou.gittins@qwalc.org.au
  Mobile: 0429 642 092

QWaLC is committed to making the transition to MemberHub as straightforward as possible for all member organisations.

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