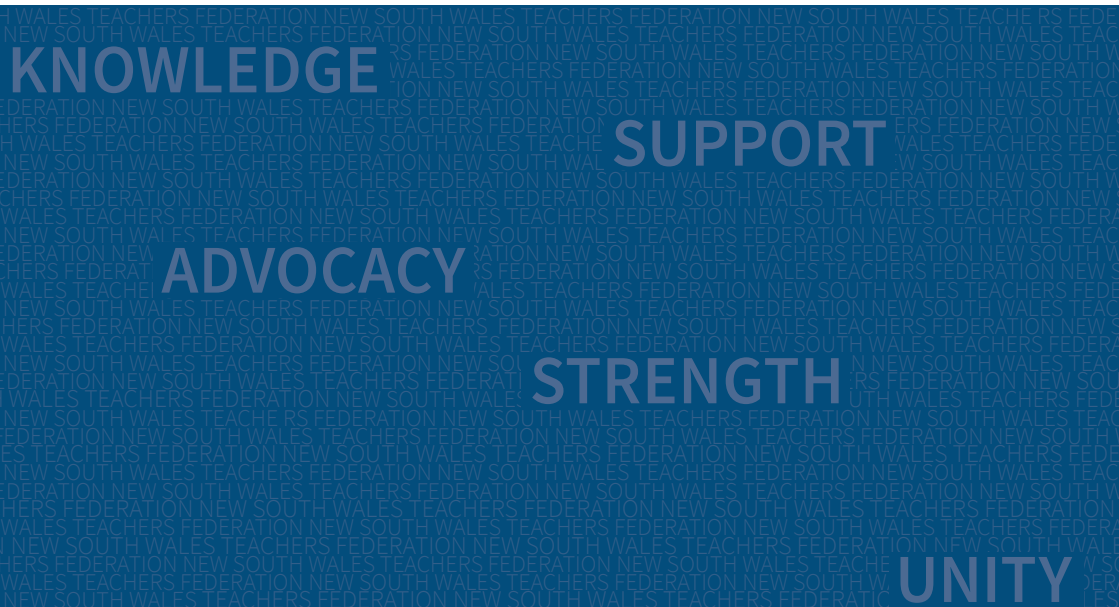


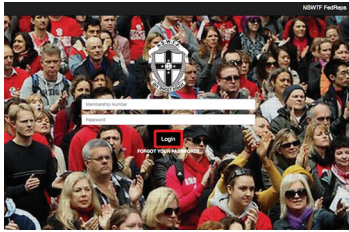
NEW SOUTH WALES TEACHERS FEDERATION

FED REPS ONLINE



Fed Reps Online is designed to assist current Federation Representatives and Women's Contacts in their pivotal role recruiting and retaining financial members of the union.

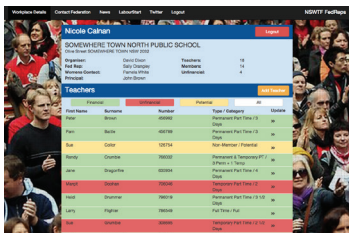
The site is password protected and only available if the Federation Representative/ Women's Contact is registered on our membership system.



Log in to fedreps.nswtf.org.au.

Member number: This is your Federation number.

Password: The same password you use to access the Members' area of Federation's website. If you are not able to log in, please call **1300 654 369** or send an email to membership@nswtf.org.au to request your login details.

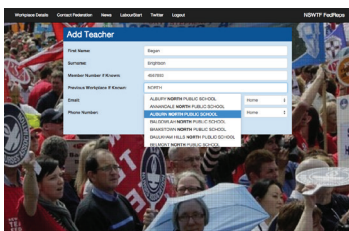


View your workplace list

This is a list of all teachers listed in our records as employed at your workplace. You can view the list according to financial status. This list also indicates the membership category of each member. From this page you can "Add teacher" or "Update" individual teachers' details.

Please ensure all teachers at your workplace appear on your Federation workplace list.

Note: This list is only as accurate as the data you give us. We are not provided workplace lists by the Department and need you to keep these up to date.



Add a teacher to your workplace list

If you know the teacher's membership number or any other details that will help us identify the teacher in our membership system, please include it as it will make it easier for us to determine who they are.

This teacher will then appear in your workplace list. All information for this teacher will appear when internal confirmation processes are complete.

FREQUENTLY ASKED QUESTIONS

I am a Federation Representative/Women’s Contact — why can’t I log on to Fed Reps Online?

Only Federation Representatives and Women’s Contacts listed on this year’s Federation Workplace Register can access the site. Your password may be incorrect. If you are not able to log in, please call **1300 654 369** or email “Fed Reps Online password” to membership@nswtf.org.au.

Some members are highlighted in red or yellow. What does this mean? Members who are currently unfinancial will appear in red. Please encourage these members to renew their membership either online at nswtf.org.au/join or by calling **1300 654 369**. Names highlighted in yellow are those of potential members who have not previously been members of Federation. Please encourage these teachers to join by providing them with a membership form or advising them to join online at nswtf.org.au/join or by calling **1300 654 369**.

The principal of our school has changed. How can I update this information? If the principal is new to your workplace, click the “Add Teacher” tab on your workplace list and enter the details of the new principal, making a note in the “Additional Comment” section that they are the new principal. If the person newly appointed as principal is already at your workplace, click the “Update” tab and in the “Comment Box”; simply state that they are now the principal. Note: This change won’t appear automatically as it needs to be processed.

Will members be charged different membership subscriptions if I change their membership category? It is important for members to be in the correct membership category to ensure they are covered at all times. Federation will not alter subscription rates of members until the change has been confirmed by the individual member.

I’m new to the role and require assistance. Where can I go for help? Federation provides a range of Trade Union Training opportunities for Federation Representatives and Women’s Contacts. Information regarding training is available at nswtf.org.au/training.

Why do I have to tell Federation who is working at my workplace? Federation does not receive information from the Department about who works where, but this information is incredibly important to Federation.

I’ve got a number of potential members at my workplace. How can they join? Potential members can join online. You can order membership forms to be sent out through Fed Reps Online or they can download a form at nswtf.org.au/member-form.

I’ve submitted changes. Why aren’t they appearing? The Membership section works hard to finalise changes as soon as possible. However, when there is a high volume of changes, e.g. term 1, submitted changes may take a little longer to finalise. Changes to “Member Category” won’t appear until the member confirms the change with Federation.

What is the difference between “Full Time/Full” and “Permanent Full Time” in the drop-down menu? Nothing. Federation’s membership system uses the terminology “Full Time/Full” for teachers employed on a full-time, permanent basis. There is no need to make any changes unless it is to another membership category.

For further assistance, please contact your local Federation Organiser or call 1300 654 369.