

V. April 2011



MTA Website User Guide

Online access to up-to-date information for your industry



DEDICATED TO BETTER MOTORING

Introduction and contents

This user guide has been designed as a reference tool to help you navigate your way around the MTA website and find the information you need.

If you need assistance or have any questions relating to the MTA website, please contact MTA Wellington Office on 0800 00 11 44 or email: mta@mta.org.nz.

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Welcome to the MTA website

The MTA website is divided into three areas for three different user groups; the general public, MTA members and Guild members. The last two areas require a login and can only be accessed by MTA or Guild members.

Homepage (public site)

This area can be accessed by the general public and does not require a login and password. The homepage contains a range of information from news and events, to finding MTA members, and ordering MTA Gift Vouchers.

The 'Find an MTA member' tool is the most popular and widely used feature on the public website – make sure you've updated your business description so that customers can find you easily. (See page 5 for details on how to do this)



Members Area

Only MTA members have access to this area of the website. To access this area, members are required to login with their membership number, user name and password. Once your password is set up, you can set up an automatic login so you won't have to login every time you visit the website (see page 3). You can also find information about this area of the website in your Member Pack.



MTA Guild

This area of the website is only available to MTA Guild members and also requires login access. The information contained within this section is specific to the Guild.

Setting up the automatic Remember Login feature

The MTA website has a handy 'Remember Login' feature. You can use this feature each time you return to the website, so you stay logged in.

How do I login to the members area?



1. Click on the **MTA Login** button on the left hand side.
2. Click on the **Do not have a password?** link.
3. This will take you to the 'Do not have a password?' screen, where you need to enter your membership number (contact MTA if you do not know your membership number).
4. Enter the email address you used when you register your membership with MTA, then click on the **SUBMIT** button.
5. A pop-up screen will confirm the following:
'An email has been sent to the email address specified with instructions on how to change your password.'
6. You will then receive an automated email (to the address you entered in step 4), from registration@mta.org.nz (do not reply to this email as it is automated).
7. This email contains a highlighted link that can be used to set up and confirm a new password. Click on the email link, or copy the entire link and paste into the address bar of your web browser.
8. Choose a new password – this will need to be entered and re-entered again. The following message below will appear if it has been successfully changed:
'Your password has been reset. Go to the login page.'
9. Click on the **Go to the login page** link.
10. Enter your login details: membership number, email address, and your newly chosen password.

IMPORTANT - If you receive the following message, please contact MTA (see page 10 for contact details) as soon as possible to update your details:

Logging on Error! There is no registered user with that membership number and/or email address. Please contact MTA.

How do I use the Remember Login function?



1. Click on the **MTA Login** button on the left hand side.
2. Enter your membership number, email address and password.
3. You must tick the **Remember Login** box.
4. Click on the **Login** button.



Once you have completed the process, you will remain logged into the members area of the website every time you return to the site.

Members area

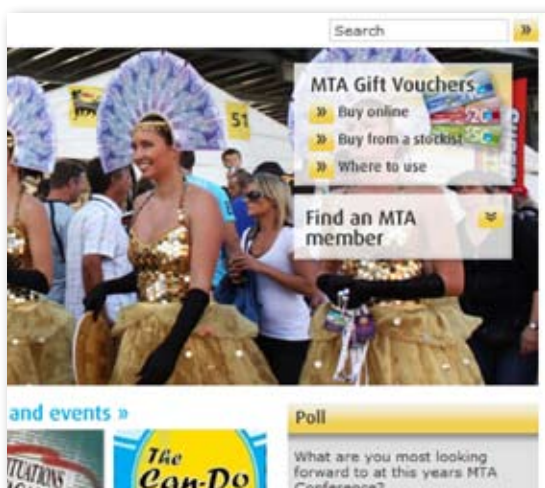


Site navigation (or navigation bar)

Once you are logged in, you will notice a number of different sections down the left hand side of the page:

- Member Resources (member-only section)
- Members Community (member-only section)
- Order Stationery (member-only section)
- About MTA
- MTA Members
- News and Events
- Jobs and Training
- Contact Us

Each section contains subsections that will take you to a range of useful online resources, including:



Gift Vouchers 'quick access' – purchase stocks of vouchers for resale to your customers



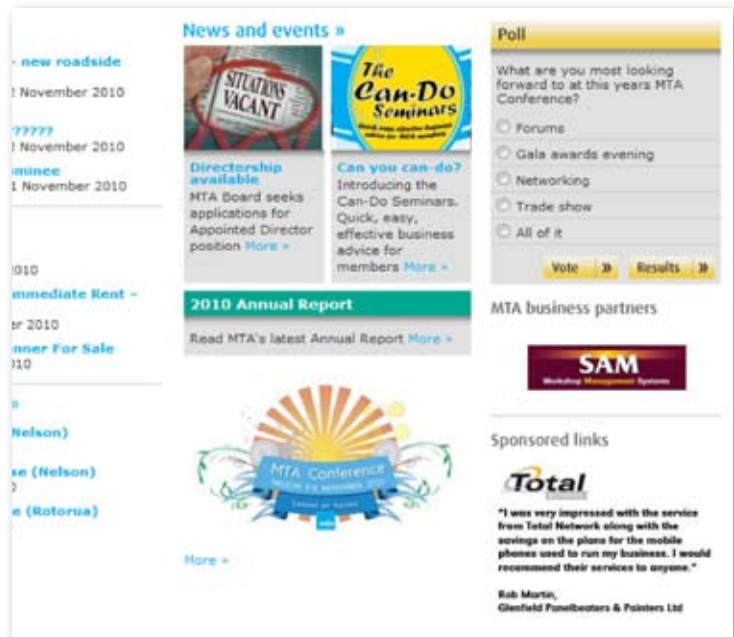
Find a member 'quick access' – find your business in the member listing, and see how your customers view your listing.

Regular polls – have your say!

Business partner advertising – check out MTA’s business partner offers for MTA members

Rotating advertising (sponsored links)

News and events – latest member news stories, quick links to the latest posts on the Bulletin Board, Market Place listings and upcoming training



Edit Profile

Once you are logged in, click on the **Edit Profile** link at the top of the screen. This will open up a page listing all your business details, which you can update at any time. This includes company contact information, employees, which publications you would like to receive from MTA and importantly, a business description area where you can promote your services to the public. They will see this information when they are searching in the **Find a member** directory.

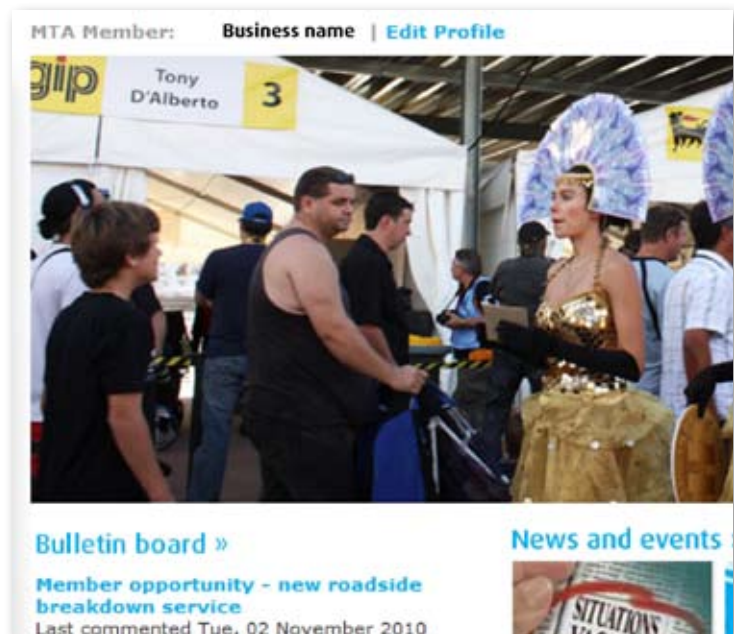
Members can assign a Web Access Level (security) to each of their employees listed in Edit Profile. These levels are as follows:

- 1. Total** - complete access (all owners of a business should have this access level)
- 2. Authorised** - all except sensitive survey information
- 3. Restricted** - all except ordering, sensitive survey information and edit my details
- 4. Limited** - all except edit my details

Sensitive survey information – to view confidential surveys such as Wage and Salary surveys

Edit my details – to edit the member’s business and contact details

Ordering – to order stationery and gift vouchers



Member Resources



The Member Resources section has been designed to provide business resources and information specific to MTA members, including the unique needs of different industry sector groups – dealers, repairers and service stations.



Online tools and resources

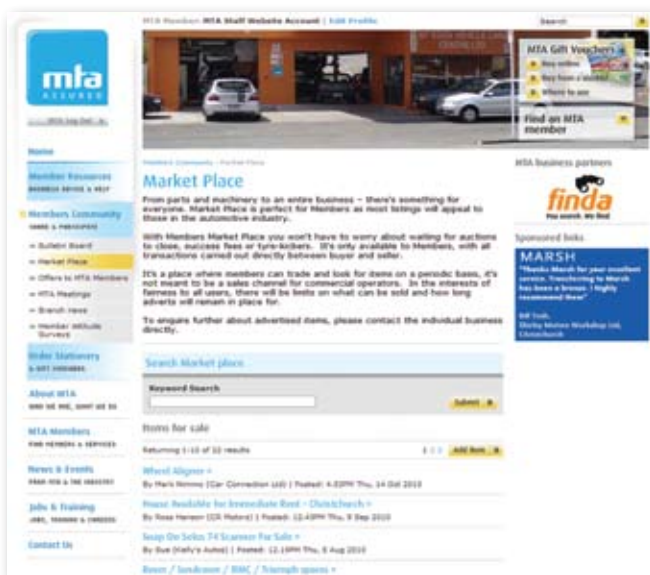
Members Community - Bulletin Board

You can use the bulletin board to ask questions, promote, debate, and share useful hints and tips with other MTA members.

There are three main areas of discussion:

- Technical – posts relating to technical issues for automotive businesses
- Regulatory – posts relating to existing and proposed industry laws, regulations and submissions.
- General – posts relating to MTA and members, such as elections, governance and business.

Did you know you can register for alerts in one or all of these discussion forums? This means each time a message is posted by another member, you will be notified with an email.



Market Place

You can list items to buy, sell or exchange for free. Items can be listed on the site for up to three months.

Ordering stationery and MTA Gift Vouchers

Click on the **MTA Express** icon and go straight to the MTA Express stationery shop.



Browse the catalogue or use the quick links to look at member favourites, or even your previous orders.

Ordering is easy and fuss-free. Simply choose the products you need and proceed to checkout for payment. Your order will be processed and the cost charged to your MTA account.

Members can also take advantage of MTA's favourable credit terms. If you order on the first of the month, you don't pay until the 20th of the next month!



News & Events



The MTA News section is where you'll find the latest news and information relating to the automotive industry. This area is updated throughout the day with the latest news information, images, legislative information and much more.

MTA sources news from a variety of outlets both nationally and internally. To keep you as up-to-date as possible, there is also an RSS feed from the New Zealand Herald, The Guardian and the Automotive News.

A full range of MTA press releases can be found in the Media Centre.

All national, regional and branch events are featured in this section also, including MTA Conference, regional meetings and branch awards evenings.

Jobs and Training



Training

The Training homepage features a training calendar, with information on a range of training courses offered by MTA. You can also view all upcoming MTA courses available in your area and also register online. This section also has information on other courses promoted by MTA such as St John First Aid Training.

Jobs

Members (and non members) can advertise positions in the Situations Vacant and Situations Wanted section for free. Vacancies are published for four months, at which time, if the position is still vacant, you can re-submit the vacancy details. There is also a link through to the SEEK and Student Job Search websites – convenient if you're looking for permanent or casual staff.

Did you know that MTA members are eligible for an exclusive MTA Member only rate if they use SEEK services? Check out the Situations Vacant webpage for more details: www.mta.org.nz/situations-vacant.

For those considering a career in the automotive industry at an apprentice level, an overview of the process, what to expect and who to contact is also available here.

Contact us

Email: mta@mta.org.nz

Phone: 0800 00 11 44

MTA website

www.mta.org.nz

Member Resources

www.mta.org.nz/member-resources

Business advice

www.mta.org.nz/business-advice

Employment advice

www.mta.org.nz/employment

Dealers

www.mta.org.nz/dealers

Repairer

www.mta.org.nz/repairers

Service Stations

www.mta.org.nz/servicestations

Marketing

www.mta.org.nz/marketing

Environment

www.mta.org.nz/environment

Submissions

www.mta.org.nz/submissions

MTA Rules and Governance

www.mta.org.nz/rules

Members Community

www.mta.org.nz/members-community

Bulletin Board

www.mta.org.nz/bulletin-board

Market Place

www.mta.org.nz/market-place

MTA Meetings

www.mta.org.nz/committee-minutes

Offers to MTA members

www.mta.org.nz/offers-index

Order Stationery and MTA Gift Vouchers

www.mta.org.nz/order-stationery

About MTA

www.mta.org.nz/about-mta

MTA Members

www.mta.org.nz/members

News & Events

www.mta.org.nz/news-and-events

News

www.mta.org.nz/news

Media Centre

www.mta.org.nz/mediacentre

MTA Conference

www.mta.org.nz/conference

Events

www.mta.org.nz/events

Jobs and Training

www.mta.org.nz/jobs-and-training

Situations Vacant

www.mta.org.nz/situations-vacant

Training

www.mta.org.nz/training

Apprenticeships

www.mta.org.nz/apprenticeships

Contact us

www.mta.org.nz/contact-us

Email MTA

www.mta.org.nz/email-us

Business Mangers

www.mta.org.nz/bm-contact

Site map

Homepage - www.mta.org.nz

Member Homepage

Search

Login

Member Resources – www.mta.org.nz/member-resources

Business Advice

Dealers

Repairers

Service Stations

Marketing Resources

Environment

Submissions

MTA Rules & Governance

Members Community - www.mta.org.nz/members-community

Bulletin Board

Market Place

MTA Meetings

Offers to MTA Members

Member Attitude Surveys

Order Stationery/Gift Vouchers – www.mta.org.nz/order-stationery

MTA Guild – www.mta.org.nz/about-the-guild

About the MTA Guild

New Members

MTA Guild News

Need a Mentor?

Need a Locum?

Scholarships

Oral Histories

Make a Donation

About MTA – www.mta.org.nz/about-mta

MTA Customer Promise

MTA Mediation Service

Member Benefits

How to become a Member

Business Partners

MTA Brand

MTA Rules

Radiator Magazine

MTA Gift Vouchers

The MTA Guild

MTA Members – www.mta.org.nz/members

Find an MTA Member

News & Events – www.mta.org.nz/news-and-events

Media Centre

MTA News

Motoring Tips

Motorsport News

MTA Motorsport Gallery

Vehicle Statistics

MTA Conference

Events

Jobs and Training - www.mta.org.nz/jobs-and-training

Situations Vacant

Situations Wanted

Training

Apprenticeships

Contact Us – www.mta.org.nz/contact-us

Email MTA

Business Managers

MTA Senior Management Team

Board of Directors

MTA Branch Presidents

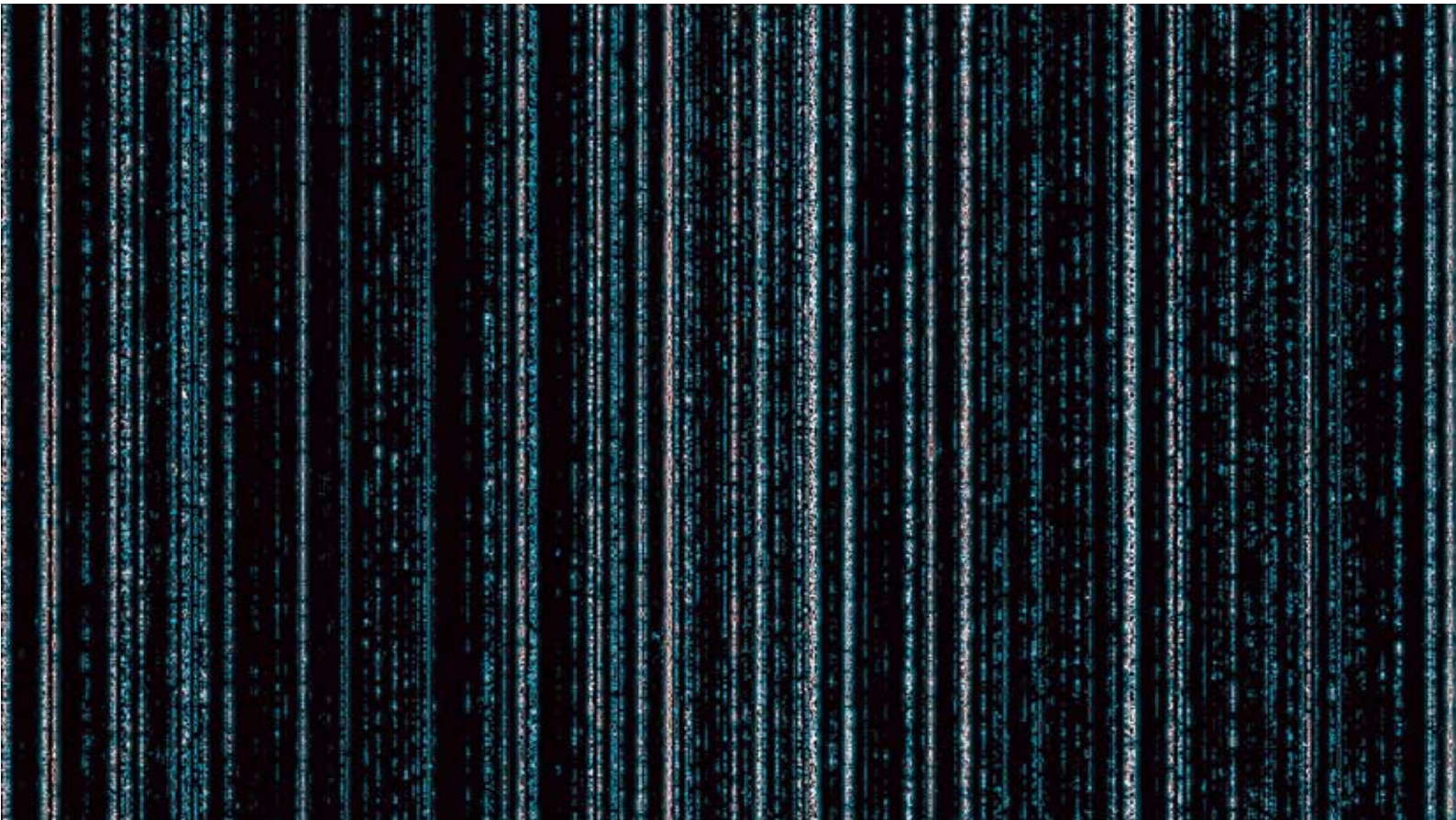
Sitemap

MTA National Committees - Contact Details

Business Partners – www.mta.org.nz/businesspartners

Sponsored Links

Associates



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