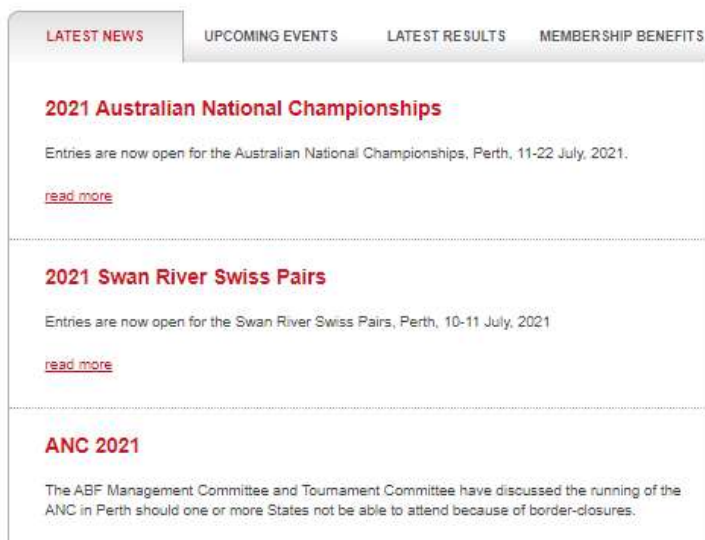
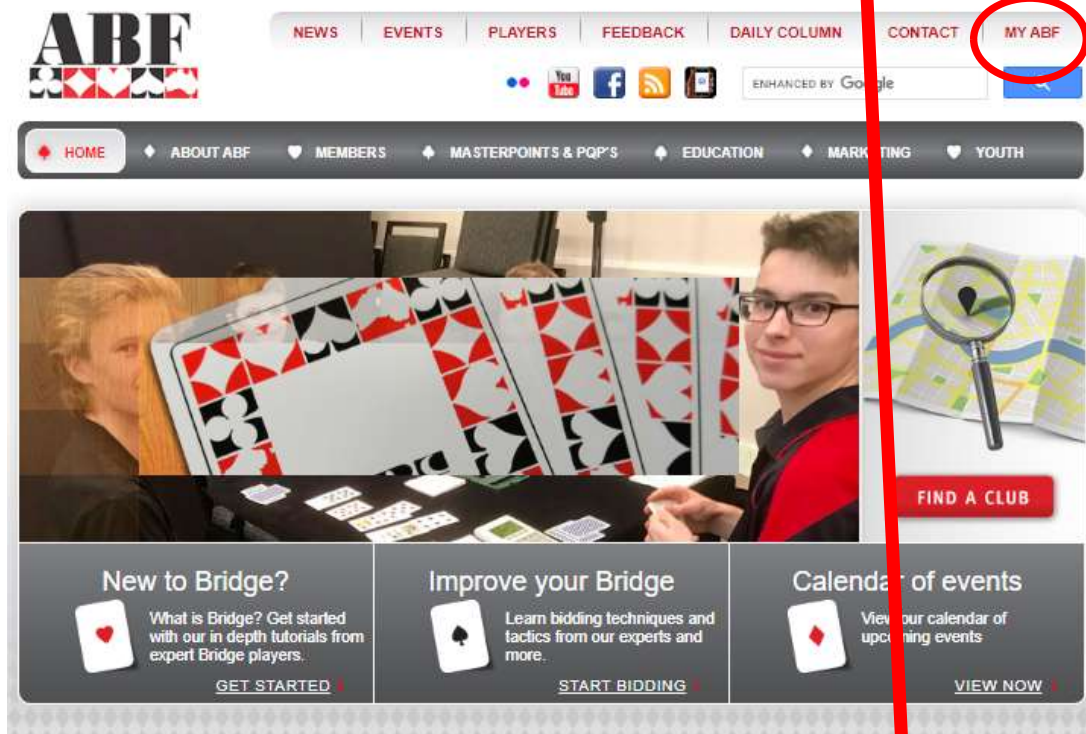


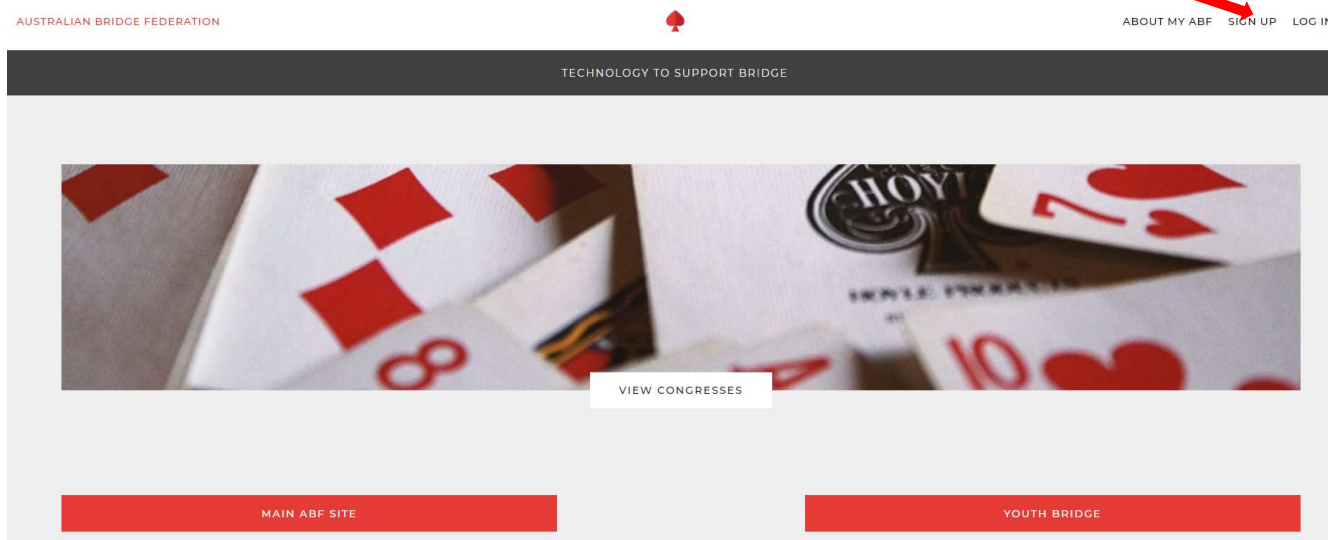


## HOW DO I SIGN UP?

**Step 1.** On the main ABF website you can either click the MY ABF heading at the top right or click the “Log Into My ABF” link or the My ABF logo on the right hand side



**Step 2:** This will take you to a new page. Select “Sign up” at the top right to register for the system



**Step 3:** This will take you to the sign-up screen:

1. Type your ABF number in the ABF Number field.
2. Then move your cursor to the Email address field.  
Your name should automatically be filled in (it looks at the name you have in the ABF Masterpoint system). Type the email address you want to use with My ABF. **Be very careful to key in the right email address** – this is where your activation email will be sent and you need access to this email to be able to complete registration.
3. Set a password – this must be at least 8 characters and it cannot all be numerical. Repeat the password in the Confirm Password box.
4. Click the blue bar saying “Sign Up” *[NB: There have been reports that on some particular phones this button is inoperable. This is being investigated. If you experience this, try signing up on a computer instead.]*

If there are no error messages shown on the screen you will get a message that looks like this:


# Success!

An email confirmation has been sent to **<THE EMAIL ADDRESS YOU GAVE >** If it does not arrive shortly please check in your spam folder.

**Step 4:** Check your email. You should receive a message from My ABF and it will look like this:

Activate your account. Bridge/ABF/System notifications x

**My ABF - Test System** <donotreply@myabf.com.au>  
to me ▾



## Account Activation

Hi **<YOUR NAME>**

Thanks for signing up to the ABF technology site. Please click on the link below to activate your account.

[Activate](#)

Regards  
The ABF Technology Team

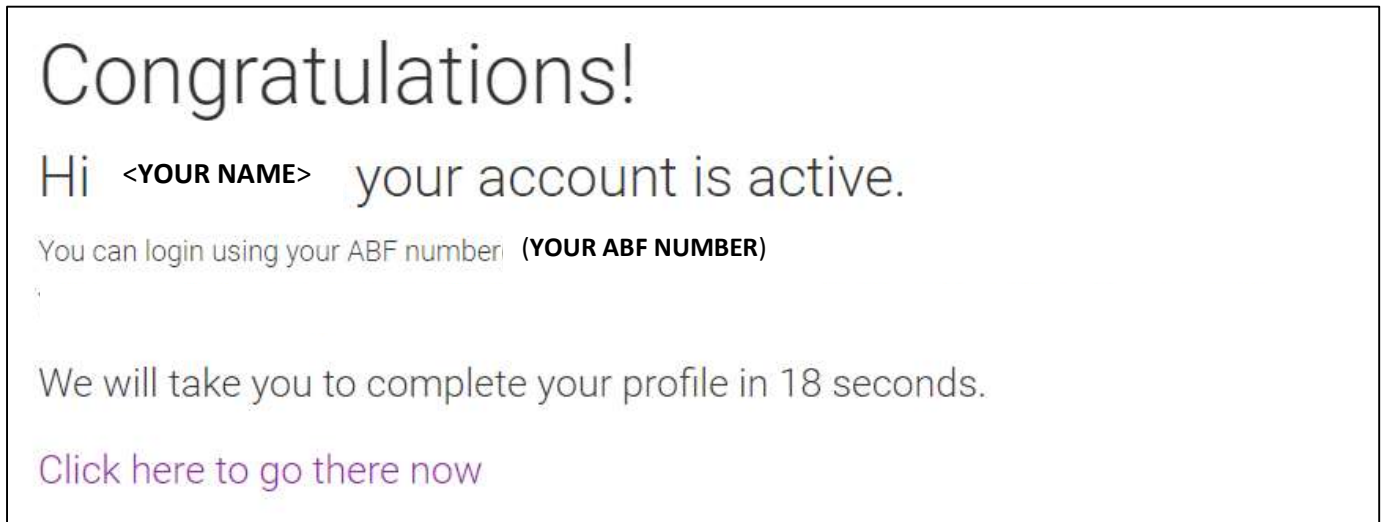
If you do not receive such an email:

1. Check your Spam folder.
2. Check what email you used to sign up. The system will be sending the email there – so if you have mistyped it, the system will be trying to send this email to an invalid address.

If you still cannot find the email contact support – we can advise whether the email was sent and to which email address.

**Step 5:** When you have found the email click the blue Activate button.

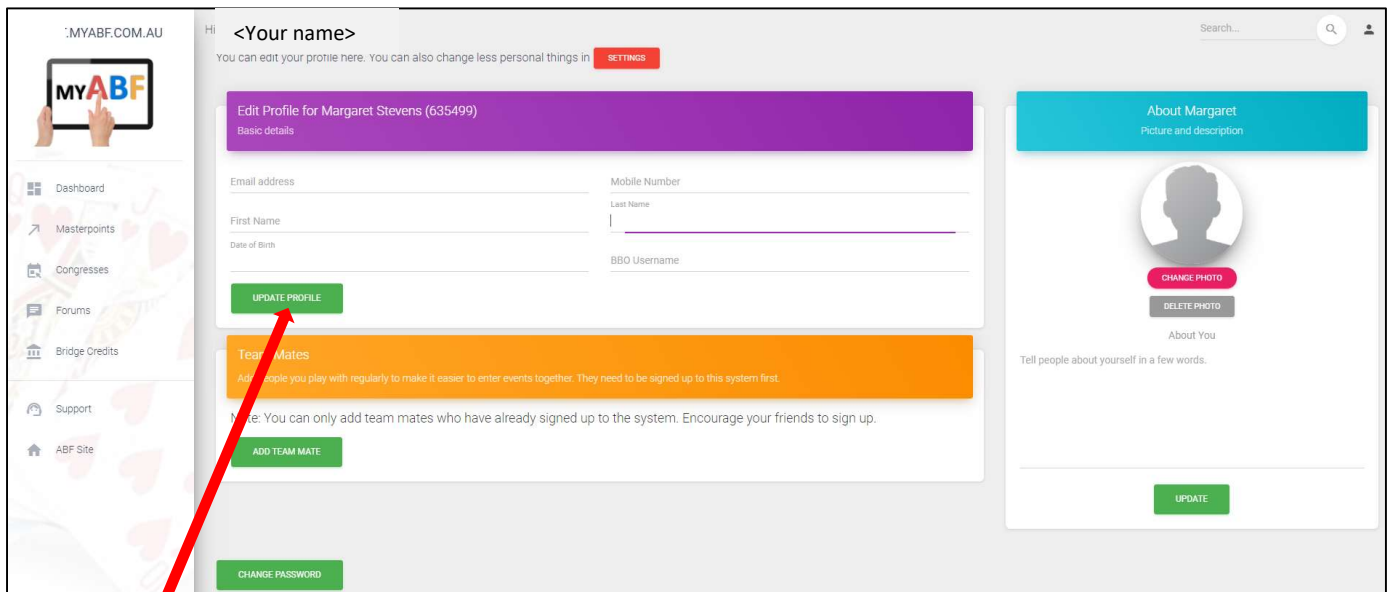
You will receive a message on screen that looks something like this:



The timer will run down from 20 seconds. Or you can click the link to login immediately.

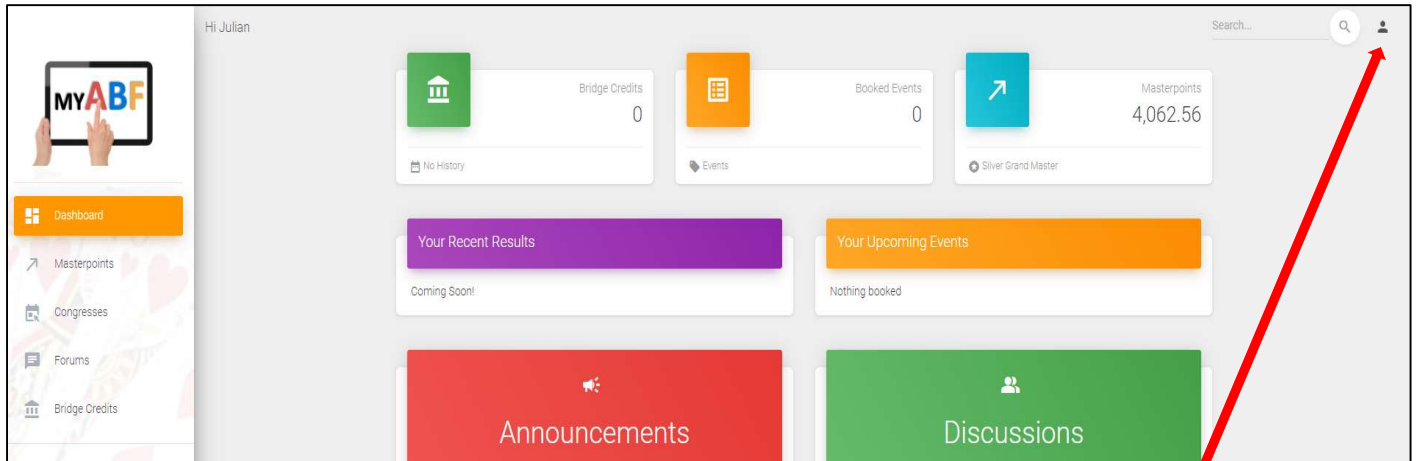
**Step 6:** You will first be taken to your profile page to complete basic details.

Your name and email address will be completed automatically. You can add remaining fields as you wish.



Click Update Profile to save changes.

On the left hand side is the main menu. Click Dashboard and that will take you to what is effectively your “home page”:



Once you are here, it may be more convenient to remain logged in but if you wish to logout click the person icon at the top right of the screen. This will bring up Profile, Settings and Log Out options. This is also how you can return to your Profile and Settings pages if you wish. Do not remain logged in on a shared computer.

**Accessing Profile, Settings and Logging out on a tablet / phone is slightly different.** Tap the 3 bars icon at the top right – that will bring up another menu item that includes “Account”. Tap “Account” and it will expand into Profile, Settings and Log Out.

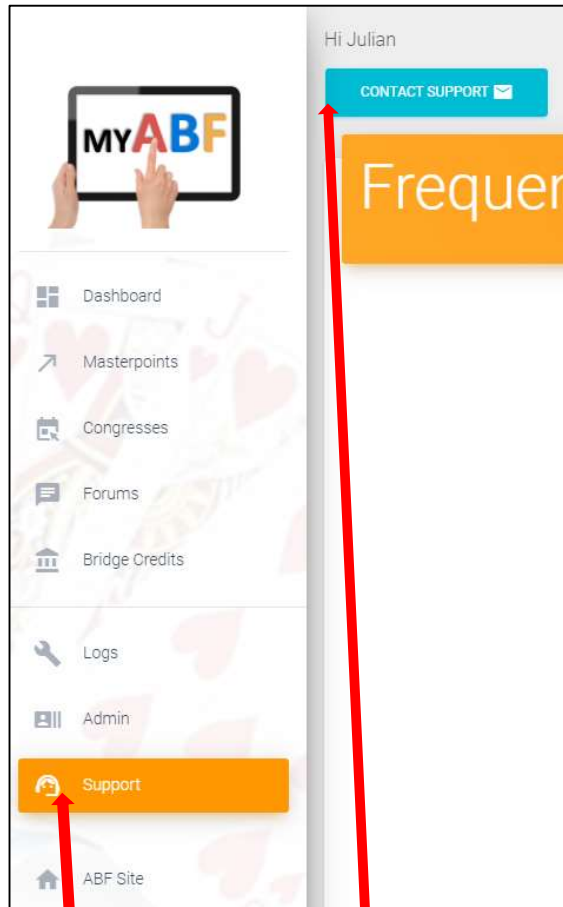
After you have registered you will be able to use “Log Into My ABF” link on the main ABF page or the “Log In” link at the top right of the next screen to access the system.

You can view congresses without being logged in, but you have to be logged in to make an entry or a payment (this is so the system can bring up your accounts details and save you having to type them in each time you make an entry).

## More information?

If you want more information about the system or help with a particular area there are several sources of information you can use:

### 1. Support screens



Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

### 2. Contact My ABF Support

You can also email My ABF support directly using the link at the top.

### 3. Videos

There are assorted videos on this YouTube channel:

<https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>