

HELP

How:

- to become a LDA Consultant Member,
 - to register for the Online Tutor Search,
 - to access and maintain your Online Tutor Member Profile
1. Join LDA as a general member – [click here](#) for online membership application
 2. Current financial LDA Members may apply to become a LDA Consultant Member – [click here](#) for Consultant Membership information, requirements and application form.
 3. Current LDA Consultant Members who meet all requirements may register for the LDA Online Tutor Referral Service by firstly completing an Online Tutor Search registration form and by paying \$100 online. [Click here](#) to register.
 4. Upon confirmation of LDA Online Tutor Search registration, the LDA Administrator will enable each Consultant teacher into the website Tutor Referral database. The Administrator will then notify each enabled tutor about access to their individual, and secure, Online Tutor Profile and how to log in from the Member Login Section on the homepage of the LDA website, using their Username and Password.

Note: If you forget your Password to login, there is a *change your password* function on the website. Upon request, the LDA Administrator can remind you of your Username at any time – click on [Contact Us](#).

5. Individual Online Tutor Profiles may be updated any time, including each tutor's choice to opt in and out of the system as personal circumstances dictate.
6. To initially complete or to update your Tutor Profile:
 - Use your Username and Password to login from the Member Login section on the LDA website homepage.
 - Click on *My Profile* in the top right corner of the homepage,
 - On the Members Menu screen Click on **Tutor Profile** – please consider each section in your tutor profile and complete, as this information will inform potential clients.
 - IMPORTANT: the first section under Tutor Details is **Display my profile** – click anywhere in the box and choose to display Yes or No. This is your choice for opt in (yes) or opt out (no) of the search system.
 - Registered LDA Online Search Tutors are responsible to opt out of the system when unavailable for any reason.
 - Click in each box before each Tutor Profile information line on the screen to tick, as relevant to you, or Select All. To un-tick, just click again in the same box. To re-tick, at any time, just click again in the same box – but remember at the end to then save your updated information by pressing the Update Profile button, (bottom right of the screen).
 - *Remember to always click on the Update Profile button (bottom right of the screen), to save your information. You will then see a *Profile Updated* notice above and to the left of the Tutor Profile information section.
 - Remember to logout (top right of your screen) when finished.