InTarra Organisation Sign-up Form.

ORGANISATION TYPE

The Organisation named overleaf is a not-for-profit organisation: ☐ YES ☐ NO

Please tick one

OPTIONAL - INTARRA COMMUNITY POINTS PROGRAM (Not-for-profit Organisations Only)

Participation in the program is free but requires the Organisation to commit to the terms below and to those on the website. The program works generally as follows: InTarra members collect points at local participating retailers using their InTarra Community Card. Members choose a club, school or other local not-for-profit group who will receive these points. The club, school or other local not-for-profit group will later receive a cash donation based on the points they have accrued and other parameters.

The Organisation will **actively promote** the InTarra Points Program to its members / constituents and encourage them **to collect points for the Organisation by shopping locally**. ☐ YES ☐ NO ☐ N/A

Please tick one

The Organisation commits to listing all its activities which are open to the public on the InTarra Calendar no later than the same day that they are listed on any other public media. Note: Organisations participating in the Community Points Program may be removed from the program for any month in which this is commitment is not honoured. ☐ YES ☐ NO

Please tick one

BUSINESS AND COMMERCIAL USE ☐ AGREE ☐ N/A

Please tick one

Business users are welcome to add entries into the InTarra Community Calendar but they must be ***genuine community 'happenings' in the sprit of a community calendar***.

The calendar must not be used to simply advertise or publicise the main activity of the business. Examples below are given to assist. The interpretation of 'in the spirit of a community calendar' will be made solely by the InTarra administrators.

The following are examples only:

- A golf club cannot add 'golf this week' but can add special golf workshops of a non-regular nature or notice of visiting celebrity golfer;
- A cafe cannot add its 'weekly specials' but can add 'live music events';
- A country club cannot add 'special pokies night' because that is a main business activity.
- A new business or business that has been closed for an extended period can place an 'Opening Week' entry in the calendar.

There are exceptions to these terms for community groups, not for profits, newsletters and community-related media**.**

Who will actually be entering calendar items and public information into InTarra for your Organisation?

STOP - PLEASE READ THIS...

- These people must use their own ***personal*** InTarra account to enter items for your Organisation.
- They should not create a separate InTarra account for your Organisation - each of your representatives must use their own personal InTarra account..
- InTarra will not share any of their personal information with your Organisation
- Each person is permitted only one InTarra account. A person can represent multiple Organisations with one account because, upon login, they are asked which Organisation they represent for the login session.
- **The above measures help ensure the security of the InTarra platform**.
- You must provide their **InTarra Member Number** in the space below. They can find their InTarra Member Number by logging into their personal InTarra account and clicking on '**My Account'**.
- If they do not have a personal InTarra account, they will need to create one by clicking on '**Sign Up**' on the InTarra website (www.intarra.com.au) or in the InTarra Mobile App
- We recommend having at least two Calendar Representatives.

First Calendar Rep's Name:		☐ ADD this representative
InTarra Member Number (REQUIRED)		☐ REMOVE this rep.
Second Calendar Rep's Name:		☐ ADD this representative
InTarra Member Number (REQUIRED)		☐ REMOVE this rep.

Agreement and Authorisation

- The person signing below warrants that permission has been obtained to give InTarra the above information on the understanding that representatives of InTarra may contact those nominated
- You authorise the above people to add and edit calendar items and directory information on behalf of the Organisation. Calendar items and directory information appear publically on the InTarra Platform. The 'InTarra platform' means the: InTarra Website; Mobile App; public electronic noticeboards and other media used by InTarra.
- You agree to the terms and conditions at www.intarra.com.au and the sections marked 'YES' or 'AGREE' on this form.

Organisation Name	**ABN, ACN or ARBN or Inc Number**

Signed by the authorising person on behalf of the Organisation:

Name and Position: **Date:**

Authorising person's email and contact phone number

The form may be sent to the address below or scanned and emailed to forms@intarra.com.au