



Membership Information

The Australasian Society for Phycology and Aquatic Botany (ASPAB) welcomes a diverse range of individuals, including researchers, students, educators, and enthusiasts who share an interest in phycology and aquatic botany. By joining our society, members gain access to networking opportunities and conferences that foster collaboration and knowledge sharing. Members will also receive a bi-annual newsletter and will benefit from discounts on event registrations and access to student grants and prizes.

Two primary membership options are available: Student/Retired and Fully Waged. For each type of membership, choose from a single annual payment, 3 year payment or annual subscription.

ASPAB has Australian and New Zealand branches. The online membership portal currently processes payments through the Australian ASPAB PayPal account. New Zealand members may join or renew through the online portal, or avoid currency conversion fees by completing the [New Zealand Registration Form](#) and paying by direct deposit to the New Zealand ASPAB bank account listed on the form. Direct-deposit memberships will be added or updated in the online membership system once payment has been verified.

Payments

Payment can be made by PayPal, credit/debit card or by direct bank deposit. It is the preference of ASPAB, that all membership payments and renewals are made via the website portal. The website portal process creates an instantaneous membership record and digital receipt. All payment options, including direct deposit, can be used as payment through the portal.

As a secondary option, you may submit a hard copy payment form to the relevant national treasurer and complete payment by direct deposit. This method will not automatically generate a digital membership record and receipt of payment must be verified by the treasurer before a tax receipt can be generated.

As ASPAB moves towards a fully digital membership process, existing and new members who have paid by direct deposit using the hard copy form, will be migrated to the digital system. This process may take some time and notification will be provided by email once available.

Membership Portal Instructions

First time website portal access*:

To generate a new membership and activate your member account, select the payment button corresponding to your preferred membership category and term on the ASPAB Join page [Join – Australasian Society for Phycology and Aquatic Botany](#). Complete the payment process in the PayPal 'pop-up' and follow the prompts to return to the ASPAB website and create your membership account, including your username and password. You do not require a PayPal account to complete the purchase (see Troubleshooting), however the email address you use for payment and account activation MUST be the same.



*includes memberships established prior to June 2026

Renewing an existing membership (from June 2027 onwards):

Log in to the ASPAB Membership Portal on the 'Join' page using your existing username and password. Once logged in, select the relevant membership type and payment option and complete payment as prompted. For memberships purchased as a single annual or three-year payment, successful payment will update your existing membership account and extend your membership period. You do not need to complete the membership registration form again.

If your membership has already expired, you can still log in to your existing account to renew. Your access to member-only content may remain restricted until payment has been successfully processed.

Important: Please log in to your existing ASPAB account before making a renewal payment. This allows the membership system to associate the payment with your existing account.

Already a member?

Username or Email

Password

☐ Show password

☐ Remember Me

LOG IN

[Forgot Password?](#)

[Join Us](#)



Troubleshooting Payments and Memberships

Troubleshooting

I. *PayPal checkout does not open when prompted*

Please check your web browser security settings to ensure you do not have 'pop-ups' blocked. The PayPal Checkout is considered a 'Pop-up' and will not work if this is enabled. Alternatively, try a different web browser. We have found Chrome and Microsoft Edge work best.

II. *Membership confirmation email, or details of how to pay by direct deposit have not been received*

Please check your junk or spam folder for an email containing this information. Contact australasiansocietyaspab@gmail.com if you require additional help.

III. *Direct deposit payment sent but membership not confirmed*

Memberships paid by direct deposit are not activated until payment has been received by ASPAB and matched to your registration. Please allow up to 14 days for processing. If your membership has not been activated after this time, contact us at australasiansocietyaspab@gmail.com and **provide proof of payment**.

IV. *Wrong email address was entered at checkout or email address used for PayPal does not match the email address provided in the ASPAB registration*

The email address used for payment **must** match the email address used to register for ASPAB membership, as this is how our portal recognises payments are associated with accounts. Contact australasiansocietyaspab@gmail.com if you think you may have used a different or incorrect email address.



FAQs

Q. Do I need to create or have an existing PayPal account to pay my membership by card?

A. No. When selecting the PayPal payment button, select 'Pay By Card' (instead of 'Login') and enter your card details. At the bottom of the PayPal Popup, ensure the toggle slider is turned off next to the question asking 'Save information & create your Payal account'. After confirming payment, follow the prompts back to the ASPAB Membership Registration page.

The screenshot shows the PayPal checkout interface in a Google Chrome browser. The URL bar shows a PayPal checkout page. The form includes fields for 'State/territory' and 'Postcode'. Below these is a checkbox labeled 'Shipping address same as billing address' which is checked. A red circle highlights the toggle switch for 'Save information & create your PayPal account', which is currently turned off. Below the toggle, there is a link to 'Collection Notice' and 'Privacy Statement'. At the bottom, there is a blue 'Pay Now' button and a link for existing PayPal users to 'Log in'.

Q. Will I receive a tax invoice or payment receipt?

A. A payment confirmation email is automatically generated after successful payment. Please check your spam or junk email if not received within 48 hours. Payments completed by direct bank deposit may take additional time. If you require a replacement receipt or tax invoice, please contact us.

Q. Why is GST not listed on the tax receipt?

A. ASPAB is not registered for GST and therefore does not charge GST on membership fees.

Q. Can I pay for a membership that lasts more than 3 years?

A. Currently our membership portal only supports single year, three year or recurring membership payments. Other variations are not supported.



Q. How can I check the status of my membership?

A. Log in to the membership portal to view your current membership status and expiry date. If you are unable to access your account, please contact us for assistance.

Q. Can I transfer my membership to another person?

A. Memberships are non-transferable and can only be used by the individual who registered.

Q. What happens if my recurring membership payment fails?

A. If a recurring payment cannot be processed, your membership may lapse. You will need to update your payment details through PayPal or renew your membership manually.

Q. Can I cancel a recurring membership?

A. Yes. Recurring payments can be cancelled through your PayPal account. Cancelling future payments will not affect any membership period that has already been paid for.

Q. Who should I contact if I need help with my membership?

A. Please contact australasiansocietypab@gmail.com and include your full name and a description of the issue.

Q. I already have an ASPAB account. Should I register again when renewing?

A. No. Log in using your existing ASPAB account before making your renewal payment. Creating another account may prevent the payment from being correctly associated with your existing membership.