

## Step by step guide to login to the MLSV website and purchase Meeting tickets.

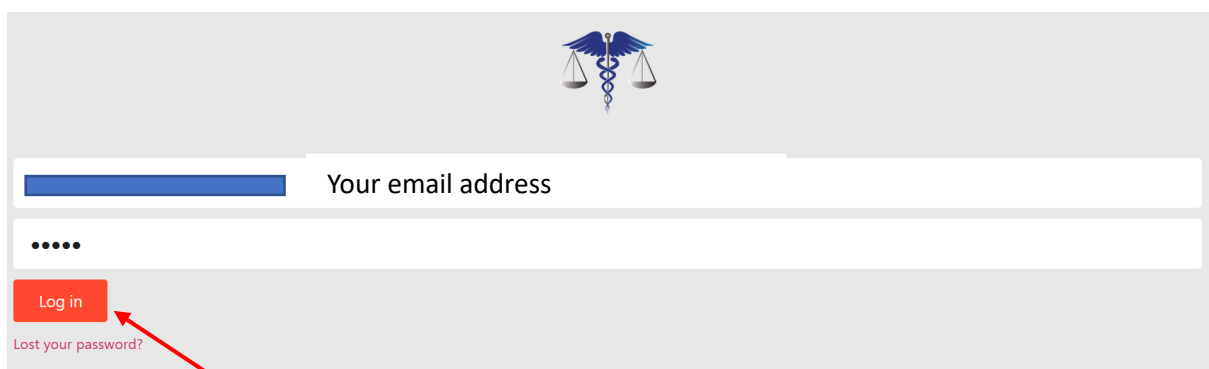
1. Go to [www.mlsv.org.au](http://www.mlsv.org.au)
2. At the top of the page, you will see this banner

THE MEDICO-LEGAL  
SOCIETY OF VICTORIA

[Home](#) [Become A Member](#) [Contact Us](#) [Log In](#) \$0.00

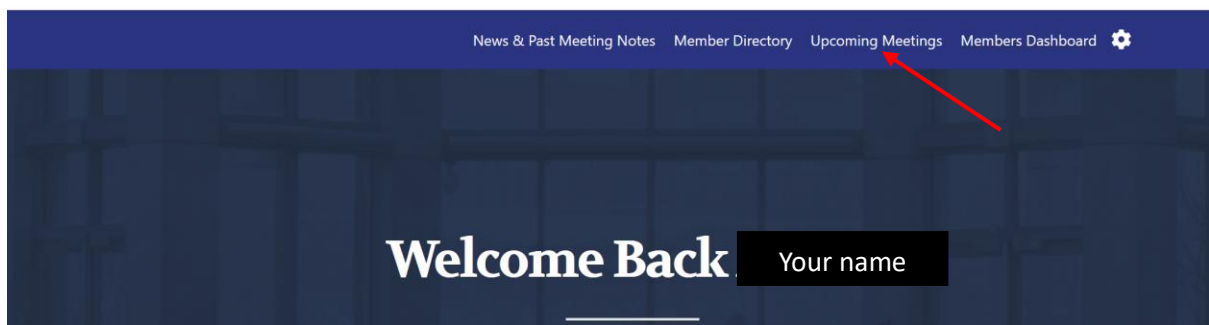
3. Click the Log In section.

You will now see this screen fill in your registered email address as shown and your password then click the Red Log in button. If you cannot remember your password, click the lost your password, link.



The login form features a header with a medical and legal symbol. Below it are two input fields: one for 'Your email address' and another for a password, represented by dots. A red 'Log in' button is positioned below the password field. A red arrow points to this button. A link for 'Lost your password?' is located below the 'Log in' button.

4. You will now be at this screen.



The 'Welcome Back' screen has a dark blue header with navigation links: 'News & Past Meeting Notes', 'Member Directory', 'Upcoming Meetings', and 'Members Dashboard'. A red arrow points to the 'Upcoming Meetings' link. Below the header, the text 'Welcome Back' is displayed next to a black box containing the user's name, 'Your name'.

5. Click on Upcoming Meetings which will take you to this screen. It only shows the meetings not held as yet, so may appear different to the screen shot below.



The 'Upcoming Meetings' screen displays four cards for upcoming events. Each card includes a speaker's photo, name, date, topic, and location. A red arrow points to the 'READ MORE & BUY TICKETS »' link on the first card.

Speaker	Date	Topic	Location
Ms Andrea de Souza	May 12, 2023	'Medical Negligence Litigation'	Alexandra Club
The Hon Kenneth Hayne AC KC	July 28, 2023	'A Voice to Parliament'	Melbourne Club
Dr Kym Jenkins	October 14, 2023	'Challenges in Keeping the Medical and Legal Professions Mentally Healthy'	Melbourne Club
Mr Bernard Collaery	November 17, 2023	'Experience in "The Whistle-blower Case"'	AGM – Melbourne Club

6. Click on the read more and buy tickets link \*\*Note you will only see ticket information approx. 1 month prior to the meeting. Other meetings will be closed until the meeting is open for acceptances.
7. You are now on the meeting link.



**Ms Andrea De Souza**

*'Medical Negligence Litigation'*

If you scroll down, you will see:

**Purchase tickets to Ms Andrea de Souza**

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Start: **May 12, 2023**  
From: **6:30 pm to 11:30 pm**

**Ms Andrea de Souza #1**

Name

Dietary Requirements (if purchasing dinner)

Ticket options  
Member (event only) (+ \$50) ▼

50.00

Purchase

On this page the different arrows tell you the following:

**Blue** Arrow - This is where you fill in the name of each attendee and any dietary requirements

**Red** Arrow – this drops down to the different tickets you can purchase ie Member Dinner or Guest Dinner

**Green** Arrow – If you want to purchase more than one ticket (remember guests must be registered by and accompanied by a financial member) change this number to however many tickets you want to purchase, and a box will open up for each one.

**Purple** Arrow – Once finished this button will take you onto a payment screen. The items will sit in your cart and your acceptance will not be finalised until payment has been completed.