

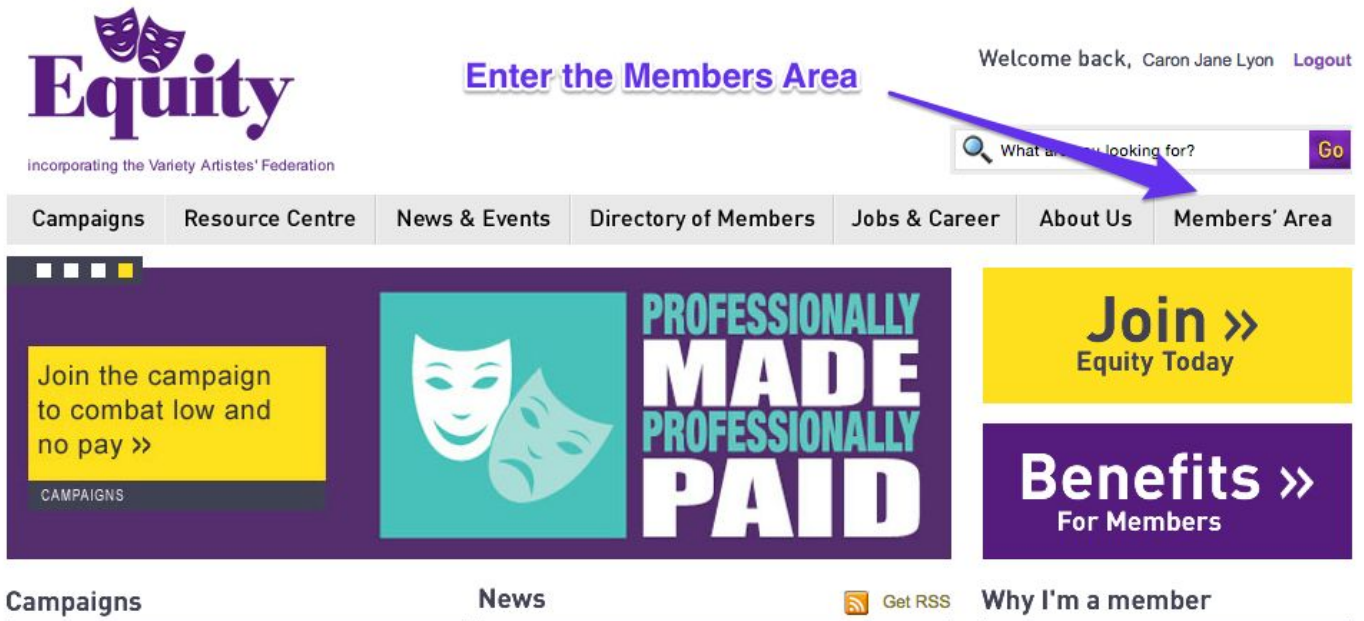
# Equity Online Branch – First Time Access Guide



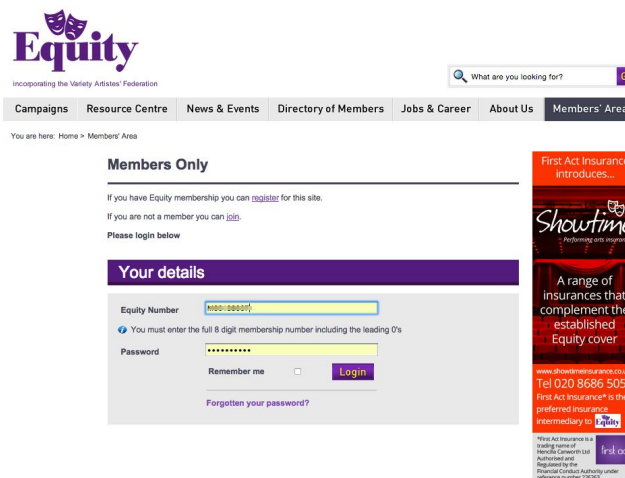
## 1 To locate the Equity Online Branch

1.1 Go to the Equity Website: <http://www.equity.org.uk>

1.2 Click the **Members' Area** button in the upper right hand side of the web page



1.3 Enter the Members' Area by typing your membership number, without the prefix letter, but with all the 0s and adding your password and clicking the login button.



- 1.4 If you are already a member of the Online Branch click on **The Equity On Line Branch** in the right hand menu under Your Special Interest Groups.

**Equity**  
Incorporating the Variety Artists' Federation

Welcome back, Caron Jane Lyon [Logout](#)

What are you looking for? [Go](#)

**Campaigns** **Resource Centre** **News & Events** **Directory of Members** **Jobs & Career** **About Us** **Members' Area**

You are here: Home > Members' Area

**Members' Area** *It should look like this*

Welcome to your area. In this section, you can update your personal details, get involved in Equity elections and print out your public liability certificate (see left menu).

The menu on the right lists to which Register, Branch or Committee you belong.

The [Members' Resources](#) section features advice on [Tax and Welfare](#), [Agreements and Rates](#) and [Legal Support](#).

**If you are facing difficulties at work and need to speak to an Equity Organiser please click [here](#) for a full list of Equity Head Office staff contacts and their areas of responsibility, along with details of our other offices and support lines.**

**News updates** **Events updates**

**Documents** **Message Inbox** **JIS updates**

**Caron Jane Lyon**

**Your Specialist Interest Groups**

**Branches**  
East Midlands Variety Branch

**Campaigns**  
Invest For Success  
My Theatre Matters!  
Credit where it's due  
Professionally Made  
Professionally Paid  
Arts Cuts Campaign

**Registers**  
Stage Management  
TV/Radio Announcer or Presenter  
Theatre Lighting Designer  
Audio Artist

**Online Branches**  
The Equity Online Branch

- 1.5 If 'The Equity Online Branch' is not visible to you, go to...

**My Personal Details** in the left hand menu,  
click > **Interests**  
in the center panel find > **Select Constitutional Register**  
check the box against > **The Equity Online Branch**  
scroll to the bottom of the page and click **Submit**

SEE SCREENSHOT ON FOLLOWING PAGE

*(pause to ensure the save has taken place, you will be returned to the Personal Details page and a confirmation should appear informing you your profile has been updated.)*

Refresh your page or click the Members Area on the top navigation bar.  
Start from the top of this document. (return to 1.1)

You are here: [Home](#) > [Members' Area](#) > [My Personal Details](#) > [Interests](#)

Equity Elections 2015

**My Personal Details**

- > [About you](#)
- > [Professional information](#)
- Interests**
- > [Mailing options](#)
- > [Change password](#)

[My Directory Listings](#)

[Member Resources](#)

[Forum](#)

[Public Liability Certificate](#)

[My Contracts](#)

[My Messages](#)

**Interests**

click from dropdown

General branch:

[NO GENERAL BRANCH](#)

Do you wish to participate in this branch? \*

Yes  No

Variety branch:

[East Midlands Variety Branch](#)

Do you wish to participate in this branch? \*

Yes  No

Select Constitutional Registers

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Actor</a>                                      | <input checked="" type="checkbox"/> <a href="#">Audio Artist</a>                           |
| <input type="checkbox"/> <a href="#">Children's Entertainer</a>                     | <input type="checkbox"/> <a href="#">Choreographer</a>                                     |
| <input type="checkbox"/> <a href="#">Chorus and Ensemble</a>                        | <input type="checkbox"/> <a href="#">Circus</a>  |
| <input type="checkbox"/> <a href="#">Dancer</a>                                     | <input type="checkbox"/> <a href="#">Ice-Skater</a>  |
| <input type="checkbox"/> <a href="#">Ethnic Minority</a>                            | <input type="checkbox"/> <a href="#">Model</a>   |
| <input type="checkbox"/> <a href="#">JISC Stunt Performers 2010/12 (All Grades)</a> | <input type="checkbox"/> <a href="#">Puppeteer</a>   |
| <input type="checkbox"/> <a href="#">Opera Singer</a>                               | <input checked="" type="checkbox"/> <a href="#">Stage Management</a>                       |
| <input type="checkbox"/> <a href="#">Singer</a>                                     | <input checked="" type="checkbox"/> <a href="#">TV/Radio Announcer or Presenter</a>        |
| <input type="checkbox"/> <a href="#">Street Performer</a>                           | <input type="checkbox"/> <a href="#">Theatre Designer</a>                                  |
| <input checked="" type="checkbox"/> <a href="#">The Equity Online Branch</a>        | <input type="checkbox"/> <a href="#">Theatre Fight Directors</a>                           |
| <input type="checkbox"/> <a href="#">Theatre Director</a>                           | <input type="checkbox"/> <a href="#">Theatre in Education &amp; Young People's Theatre</a> |
| <input checked="" type="checkbox"/> <a href="#">Theatre Lighting Designer</a>       |  |

tick The Equity Online Branch box.

Caron Jane Lyon

Your Specialist Interest Groups

**Branches**

[East Midlands Variety Branch](#)

**Campaigns**

[Invest For Success](#)  
[My Theatre Matters!](#)  
[Credit where it's due](#)  
[Professionally Made](#)  
[Professionally Paid](#)  
[Arts Cuts Campaign](#)

**Registers**

[Stage Management](#)  
[TV/Radio Announcer or Presenter](#)  
[Theatre Lighting Designer](#)  
[Audio Artist](#)

**Online**

[The Equity Online Branch](#)

**Committees**

[The Equity Online Branch Committee](#)

**CLICK SUBMIT**  
2015



[Submit](#)

[Change my password](#)

**If this has not worked contact the moderator**

**The current moderator**

Caron Jane Lyon - [Equity Member Profile](#)

email - [cj.lyon@pcmcreative.co.uk](mailto:cj.lyon@pcmcreative.co.uk)