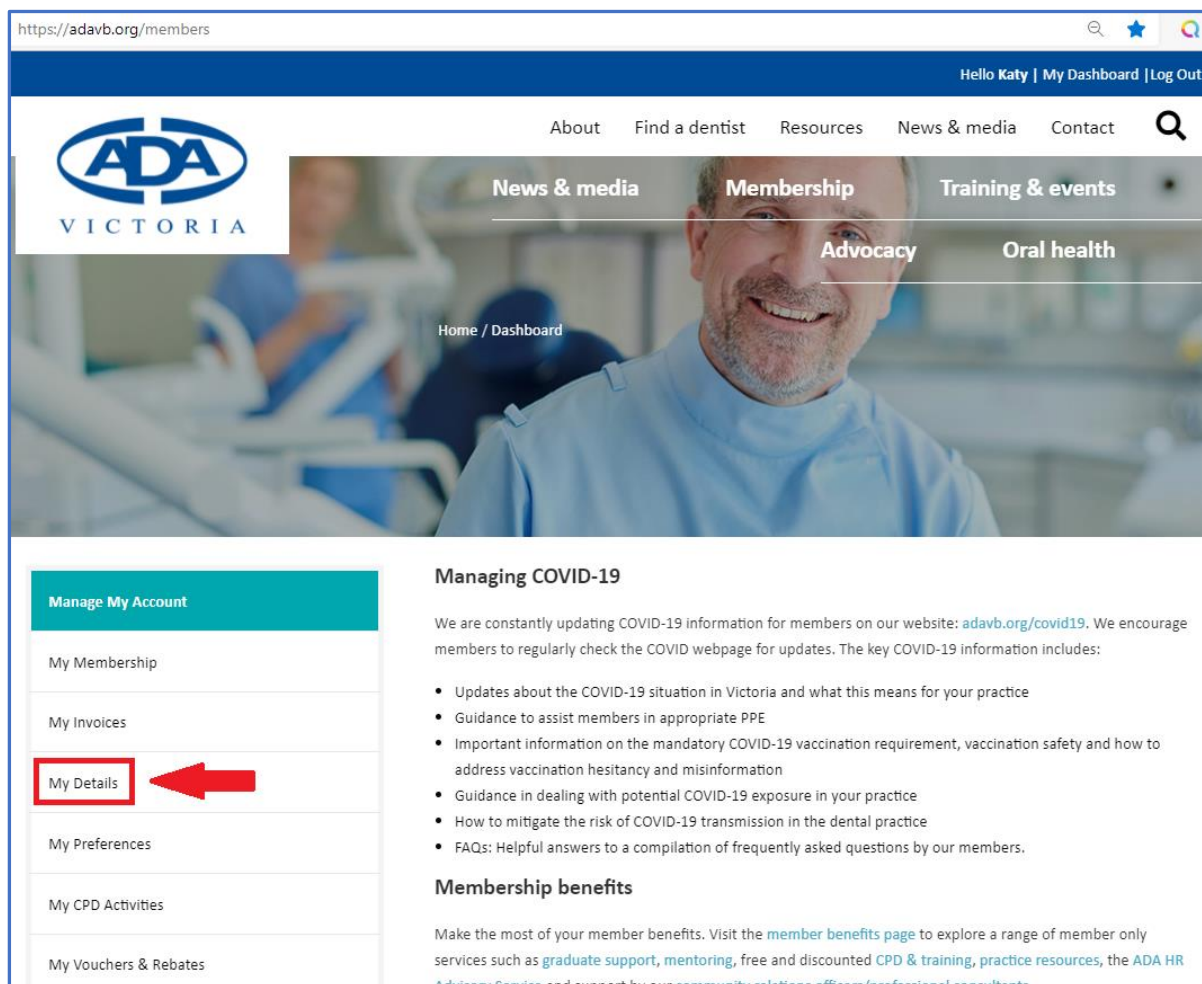


## Updating workplace details on the ADAVB website

It is critical that we have the correct workplace details for dentists and specialists employed at public hospitals and community health agencies. Please ensure your current workplace details are accurately reflected on our membership database by following the steps below.

Login from the homepage [adavb.org](http://adavb.org) and select 'My Details' from the menu on the left side of the page.



The screenshot shows the ADAVB website members page. The left sidebar contains a 'Manage My Account' section with the following items: My Membership, My Invoices, My Details (highlighted with a red box and a red arrow), My Preferences, My CPD Activities, and My Vouchers & Rebates. The main content area features a 'Managing COVID-19' section with a list of updates and a 'Membership benefits' section.

**Managing COVID-19**

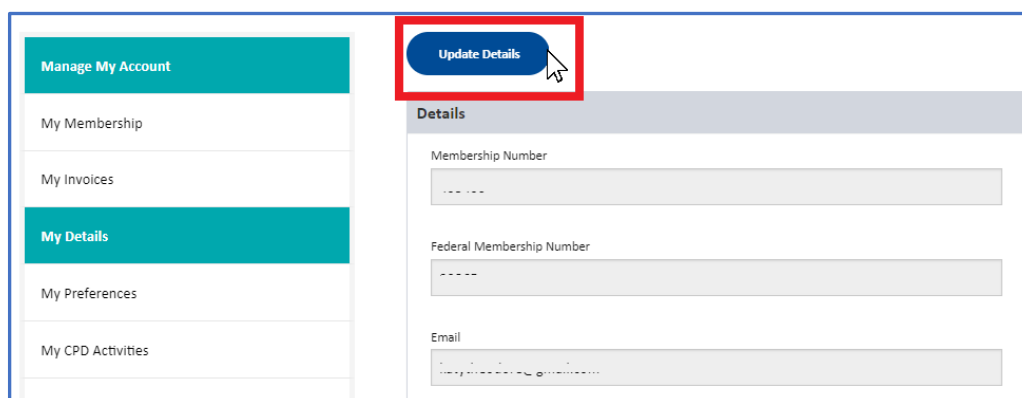
We are constantly updating COVID-19 information for members on our website: [adavb.org/covid19](http://adavb.org/covid19). We encourage members to regularly check the COVID webpage for updates. The key COVID-19 information includes:

- Updates about the COVID-19 situation in Victoria and what this means for your practice
- Guidance to assist members in appropriate PPE
- Important information on the mandatory COVID-19 vaccination requirement, vaccination safety and how to address vaccination hesitancy and misinformation
- Guidance in dealing with potential COVID-19 exposure in your practice
- How to mitigate the risk of COVID-19 transmission in the dental practice
- FAQs: Helpful answers to a compilation of frequently asked questions by our members.

**Membership benefits**

Make the most of your member benefits. Visit the [member benefits page](#) to explore a range of member only services such as [graduate support](#), [mentoring](#), free and discounted CPD & training, [practice resources](#), the [ADA HR Advisory Service](#) and support by our [community relations officers/professional consultants](#).

Then select the button: "Update Details" which will allow you to edit what is currently there.



The screenshot shows the 'My Details' page. The 'Update Details' button is highlighted with a red box. The page shows fields for Membership Number, Federal Membership Number, and Email.

**Update Details**

**Details**

Membership Number  
.....

Federal Membership Number  
.....

Email  
.....

Your **workplace details** are on the **second page**, *after your contact details*. You can add multiple workplaces with the '+ Add' button in the bottom right.

All public agencies are already listed in the database, so when you start to type the clinic name the relevant options should start to autofill:

**Note:** if you work across multiple locations for the same clinic, you can add them all.