

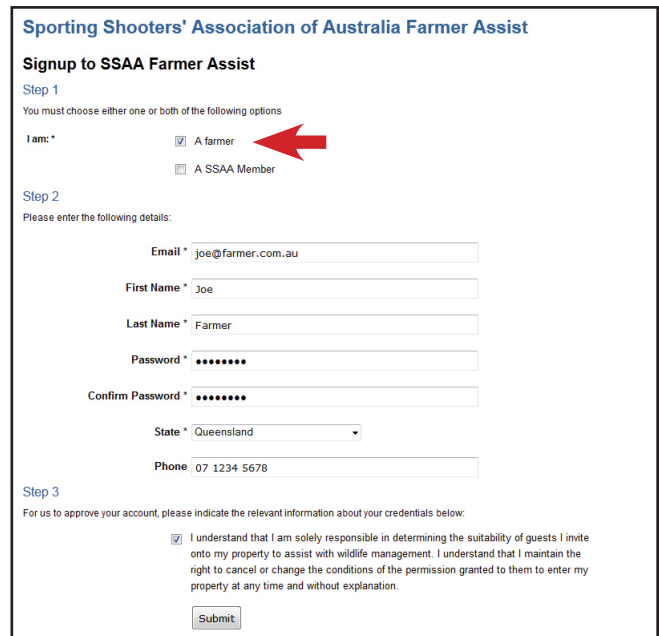
Farmers Quick Guide to SSAA Farmer Assist

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How to sign-up and verify account


1. Visit www.farmerassist.com.au and click on the 'Sign-up' button.
2. Tick the 'Farmer' option in Step 1.
3. Provide basic contact details and create a password, that you will use to access your account in the future, in Step 2.
4. Read and then agree to the statement in Step 3.
5. Once all the required information has been entered, click the 'Submit' button.
6. A system-generated verification email will be sent to the email address you provided during the registration process. You will need to click on a personalised link within the email to complete the verification.



Sporting Shooters' Association of Australia Farmer Assist

Signup to SSAA Farmer Assist

Step 1
You must choose either one or both of the following options

I am: * ☒ A farmer  ☐ A SSAA Member

Step 2
Please enter the following details:

Email *

First Name *

Last Name *

Password *

Confirm Password *

State *

Phone

Step 3
For us to approve your account, please indicate the relevant information about your credentials below:

☒ I understand that I am solely responsible in determining the suitability of guests I invite onto my property to assist with wildlife management. I understand that I maintain the right to cancel or change the conditions of the permission granted to them to enter my property at any time and without explanation.

If you do not receive the verification email, you should check your 'junk mail' or 'spam' folder.

As a security and auditing measure, all new registrations are unable to access the full functionality of the jobs board until a standard 24-hour validation period has expired.

How to login

1. Visit www.farmerassist.com.au and click on the 'Login' button.
2. Enter your email address and password, then click the 'Login' button.



Sporting Shooters' Association of Australia Farmer Assist

Login to the SSAA Farmer Assist Program

To access the SSAA Farmer Assist Program Jobs Board you must register and login.

Not signed up yet? [Join here!](#)

Please enter your email and password

Email *

Password *

[Forgot your password?](#) or [Need to verify your account?](#)

Farmers Quick Guide to SSAA Farmer Assist

How to post a job

1. When logged in, click the 'Farmers - click here to add your job' button.

When entering information about your job, keep in mind that you should be as specific as possible. The more information you provide about a particular job, the less you will be asked the same questions from members and the more you will receive genuine interest from members.

You have the ability to tick a number of species that you may want help managing as well as the specific problem at hand, so you don't need to include secondary species in the title.

2. Enter the required fields.
3. Click the 'Create Job' button and your job will be listed instantly on the jobs board.

The 'Title' of your job post should be very specific. For example, if you need help with a particular pest such as rabbits, you should type in 'Rabbits'. The 'Description' section allows you to expand and enter as much information as you want. Include all the relevant information that you want to tell a prospective helper about the job.

The 'Accommodation' box is to assist potential helpers plan a trip if they need to travel some distance to get to your property. By describing possible options in this section, you can potentially help members a little with their trip planning.

You need to enter the number of members you wish to have helping and an approximate location of your property. If you use the pinpoint marker on the map, you can move it to a location as near as you want to your property. For privacy reasons, we suggest that you do NOT put this marker on your property's exact location. We recommend a nearby town or other close point of interest.

Sporting Shooters' Association of Australia Farmer Assist [Profile](#) | [Logout](#)

You are here: [Farmer Assist](#)

Farmer Assist

Search

Use the form below to find Jobs throughout Australia that we have available.

You can set your base location by either clicking the map, or typing in your town or postcode and click Show on map. Jobs can also be filtered by state or species as required. Clicking the Search for Jobs button will provide results that fit your criteria.



1. Set your base location [Clear Location](#)

Type your town or postcode here

Proximity 50 km

Show on Map

2. Additional filters (optional)

State All States

Species All Species

Search for Jobs

Current Jobs

Title	Created †	Start Date	End Date	State	Status
Example Job - Deer	2013-02-04 09:11:57	2013-02-04	2014-02-04	Qld	Pending
Example Job - Wild Pigs	2012-10-17 11:56:36	2012-10-17	2013-10-17	Qld	Pending

Sporting Shooters' Association of Australia Farmer Assist [Profile](#) | [Logout](#)

You are here: [Farmer Assist](#) > Add Job

Add a Job

Title * Rabbits in South-West

Description * I need help controlling rabbits. There are other ferals around that can be targeted too.

Tick Relevant Species

- ☐ Feral Pig
- ☐ Feral Goat
- ☒ Feral Cat
- ☐ Wild Dog
- ☐ Wild Deer
- ☐ Wild Duck
- ☒ Fox
- ☒ Rabbit
- ☐ Hare
- ☐ Other

Accommodation You can use the shearing quarters when not in use. Otherwise you can camp around the waterholes.

Property Size 10,000 ha

State * Queensland

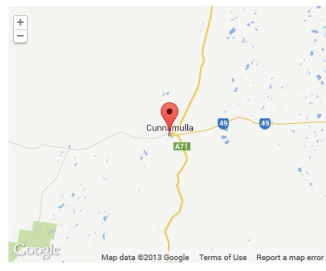
Number of members required * 4

Start Date June 18 2013

End Date April 18 2014

Location Cunnamulla

[Find Address](#)



[Create Job](#)

Farmers Quick Guide to SSAA Farmer Assist

How to edit or change the status of a job

1. When logged in, click the 'Profile' button.
2. Click the 'My Jobs' button, then click the 'Edit' button relevant to the job you wish to change.
3. Change the 'Job Status' field.

Once you have created your job, you can edit your job details or change its status at anytime.

Knowing how to change the status of your job is very important. Once your job goes live, there may be quite a lot of interest from SSAA members wanting to help. It is advised that you monitor your job and when you receive a sufficient number of applicants to filter through, that you change the status of your job from 'Current' to 'Pending'. This will remove the ability for other members to apply for your job, and gives you time to work through your current applicants to choose the right person. See the 'How to manage replies to your job' section.

4. Click the 'Save Job' button after making any changes.

Once you have communicated with and selected a member(s) to help you with your job, you should once again update the status to 'Closed'. If your job is a once-off job, you can also select 'Complete'. If you no longer require a job to be done, you can select 'Cancelled'.

By updating the status, you will control the number of members applying to your job, thus reducing or stopping new email notifications arriving in your inbox. If you were unable to find the right person, all you need to do is change the status to 'Current' to receive new applicants again.

The 'Profile' page also gives you the ability to amend your contact details or email address, change your password and disable your account.

Sporting Shooters' Association of Australia Farmer Assist [Profile](#) [Logout](#)

You are here: [Farmer Assist](#) > [My Jobs](#) > Edit Job

Edit Job

Title * Rabbits in South-West

Description * I need help controlling rabbits. There are other ferals around that can be targeted too.

Tick Relevant Species ☐ Feral Pig ☐ Feral Goat ☒ Feral Cat ☐ Wild Dog ☐ Wild Deer ☐ Wild Duck ☒ Fox ☒ Rabbit ☐ Hare ☐ Other

Accommodation * You can use the shearing quarters when not in use. Otherwise you can camp around the waterholes.

Property Size 10,000 ha

State * Queensland

Job Status * **Current** **Pending** **Cancelled** **Complete** **Closed**

Number of members required *

Start Date * 18/2013

End Date * 18/2014

Location * Type your town or postcode here

Farmers Quick Guide to SSAA Farmer Assist

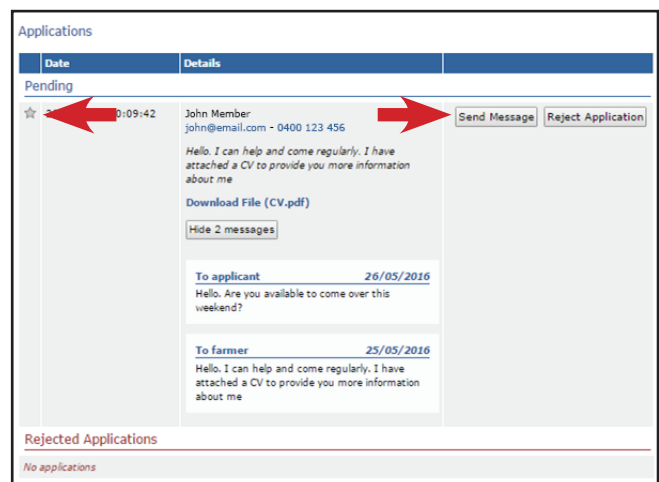
How to manage replies to your job

When a member replies to your job ad, you will receive a system-generated email that has a personal message from the member and their contact details.

From this point, you are in control of all future communication, and you can choose which contact method you prefer to use.



1. To communicate with members via the Farmer Assist messaging system, simply log in, go to your 'Profile', click on the 'My Jobs' button and scroll down to 'Applications'. You will also receive an email notifying you of any unread member messages and you can click on the link in the email to read these.
2. You can shortlist potential applicants by clicking on a star next to their application and then click the 'Send Message' button to send replies directly to potential applicants or click the 'Reject Application' button to reject any application not suitable.
3. Messaged applicants will receive a system-generated email notifying them that you are trying to communicate with them and will include your personal reply. While rejected applicants will receive a system-generated email notifying them that you have found their application unsuitable.
4. When you have received a sufficient number of applicants to choose from, it is advised that you change the status of your job to 'Pending'. This will remove the ability for other members to apply for your job. See the 'How to edit or change the status of a job' section.



How to close your job

The process to cancel or close a job is explained in detail above in the 'How to edit or change the status of a job' section.