



SAP AUSTRALIAN USER GROUP

## SAP Australian User Group Inc.

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North Sydney NSW 2060

Phone: (02) 9935 4642 Fax (02) 9935 4555

### SAUG Main Contact

#### Main Contact Responsibilities

What does it mean when you are assigned as the “Main contact” for the SAUG for your company?

##### Communication

As the Main Contact you will be responsible for distributing SAUG information to relevant people within your organisation. This may include newsletters, event invitations, Special Interest Group meetings, questionnaires or discounts offered exclusively to our Members.

##### Web Site

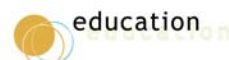
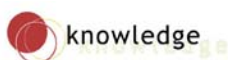
As an SAUG member you and your co-workers will have access to research reports, presentations and whitepapers in the secure area of the SAUG web site. Part of your challenge will be to inform all relevant employees in your organisation that they may apply for an account on the SAUG website [www.saug.com.au](http://www.saug.com.au). This will allow each person their own access to the secure area and member’s network. There is no limit to the number of user accounts your organisation may have and there is no extra charge. User account applications must use company approved email extensions only.

1. As the Main Contact you must have your own web user account on the SAUG site [www.saug.com.au](http://www.saug.com.au). All information is communicated via our web user accounts.
2. If you already have an account this will be updated by our web team who will add you to the Main Contact mailing list.

Please ensure that only permanent members of your company have access to the secure areas of the SAUG website, where confidential member information is stored. If you are aware that temporary consultants are using the website, forward email addresses to [membership@saug.com.au](mailto:membership@saug.com.au) for deletion of the user account.

##### Change in Main Contact Person

Should your job role change and a new person be nominated as the SAUG primary contact, you will need to advise the SAUG of this change via email to [membership@saug.com.au](mailto:membership@saug.com.au)

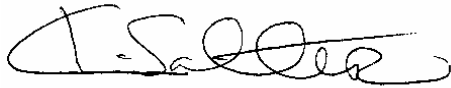


**Cancellation of Membership**

If your organisation wishes to cancel membership it is your role to notify the SAUG.

If you have any questions regarding any aspect of your membership or your role as a main contact, please feel free to contact me at the SAUG office number below.

Best Regards,



**Kim Salter**

*SAP Australian User Group*

Operations Manager

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