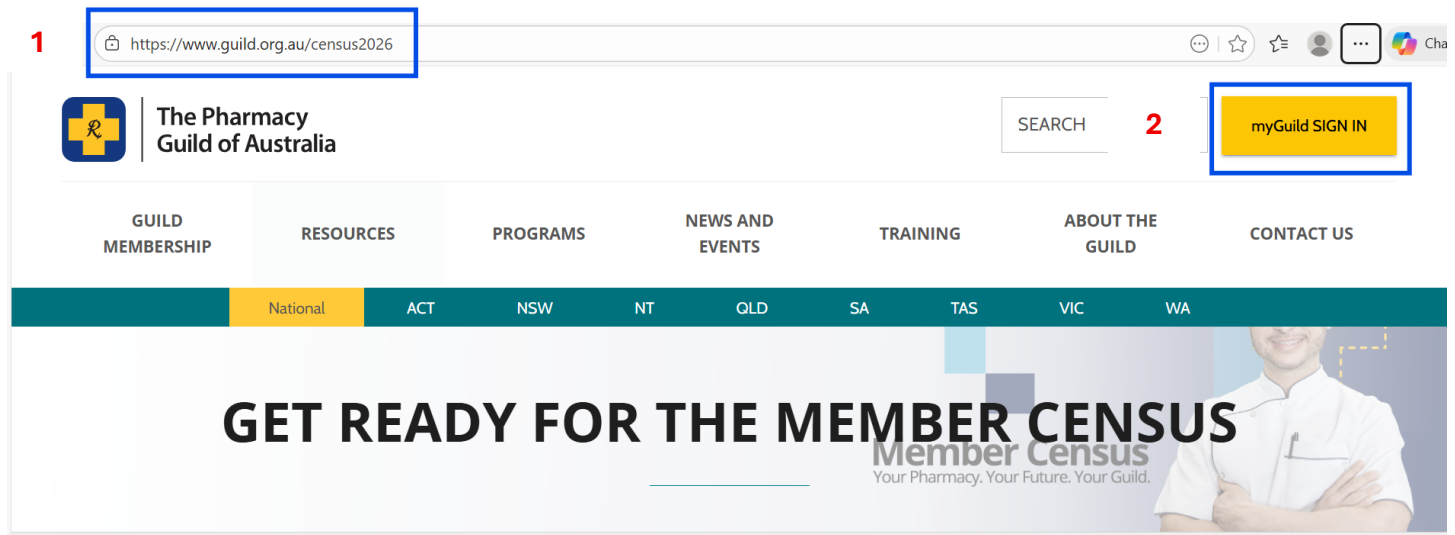


This guide provides clear, step-by-step instructions to help you complete the 2026 Guild Member Census easily and efficiently, whether online or by booking a phone survey. It outlines how to log in, select your pharmacy, choose your preferred completion method, and what to expect along the way.

INSTRUCTIONS:



1. In the browser, type in: www.guild.org.au/census2026
2. In the upper right corner, click **myGuild SIGN IN**.
3. Enter MyGuild credentials (both username and password).
 Note: a. If MyGuild credentials is available, use the designated username and password.
 b. If password is forgotten, click [forgot password](#).
 c. If you are a Guild Member, and have not registered to myGuild, contact your Branch.



Start your pharmacy's transformation by understanding your professional service opportunity

Sign in with your myGuild account.

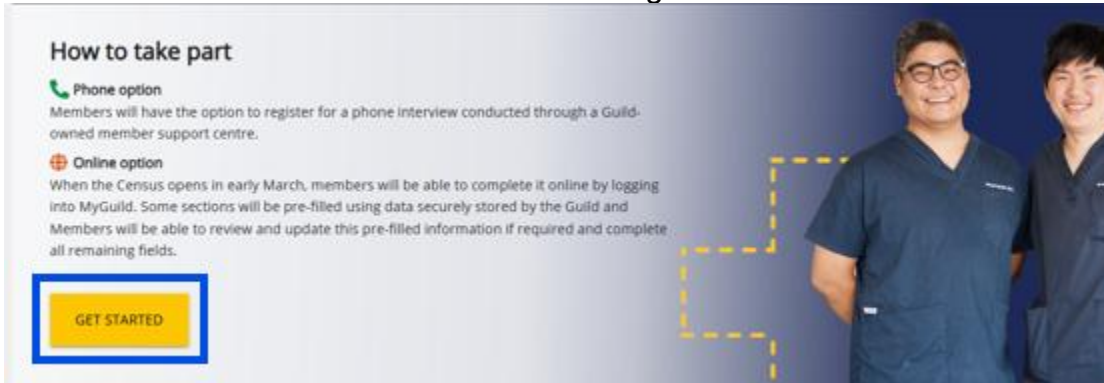
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1. If you have registered for myGuild, please use your myGuild login details.
2. If you have forgotten your myGuild password, click on [forgot password](#).
3. If you are a Guild member and have not registered for myGuild, please contact your Branch:

4. Click **Sign In**.

5. Click **Get Started** in the Census Home Page.



6. In the **Get Started** page, select the pharmacy to complete the census.

Note: Ensure that one representative is nominated for each pharmacy/ premise.

Pharmacy	Census	Action
Springfield Central Pharmacy	Incomplete	Book a phone survey Complete Census Online
Shelbyville Chemist	Complete	Census Complete
Main Street Day & Night Pharmacy	Incomplete	Book a phone survey Complete Census Online
Top of Town Pharmacy	Incomplete	Book a phone survey Complete Census Online
Ogednville Pharmacy	Incomplete	Book a phone survey Complete Census Online

7. In the **Action** column, select a method to complete the census.

7a. **Book a Phone Survey** – Census completion will be assisted by a Guild Team Member via Phone.

7b. **Complete Census Online** – Self Assisted Census Completion

8. When **Book a Phone Survey** is selected, perform the following:

8a. Enter the following details:

- Full Name
- Pharmacy Name
- Email
- Phone Number

Your details

Full name

Pharmacy Name

Email

Phone number (to be used for phone survey)

8b. Select a date and time to book the phone survey.

Note: Make sure the selected date and time are at least one day earlier than the preferred appointment date.

○ Response required

*** Select a day that works best for us to contact you regarding the survey.**

Select a date

3/27/2026 9:00 AM

March 2026							Time
2026							6:00 AM
Su	Mo	Tu	We	Th	Fr	Sa	7:00 AM
1	2	3	4	5	6	7	8:00 AM
8	9	10	11	12	13	14	9:00 AM
15	16	17	18	19	20	21	10:00 AM
22	23	24	25	26	27	28	11:00 AM
29	30	31	1	2	3	4	12:00 PM

8b

Go to end of page >

8c

Next page >

8c. Click **Next Page**.

Note: An email notification will be sent out to the nominated email to confirm booking Appointment

Census Booking Appointment Confirmation Summarize

Member Census <noreply@qemailserver.com>

To: ✔ John Doe

Reply

⚠ This sender noreply@qemailserver.com is from outside your organization.

Hi,

Thank you for booking a time for your Census phone survey. The team look forward to speaking to you on 2/27/26 10:34 AM AEDT.

Add to your calendar: Google Calendar: [Booking Appointment](#)

We look forward to speaking with you.

Regards,
PGA Census Team

Get ready for the Census - click [here](#) to find out what information you'll need.

8d. Wait for a Guild Member to contact the nominated representative.

Note: a. Make sure that all [information](#) related to census are ready during the call.
b. To reschedule the booking appointment date, respond to the email notification sent

out.

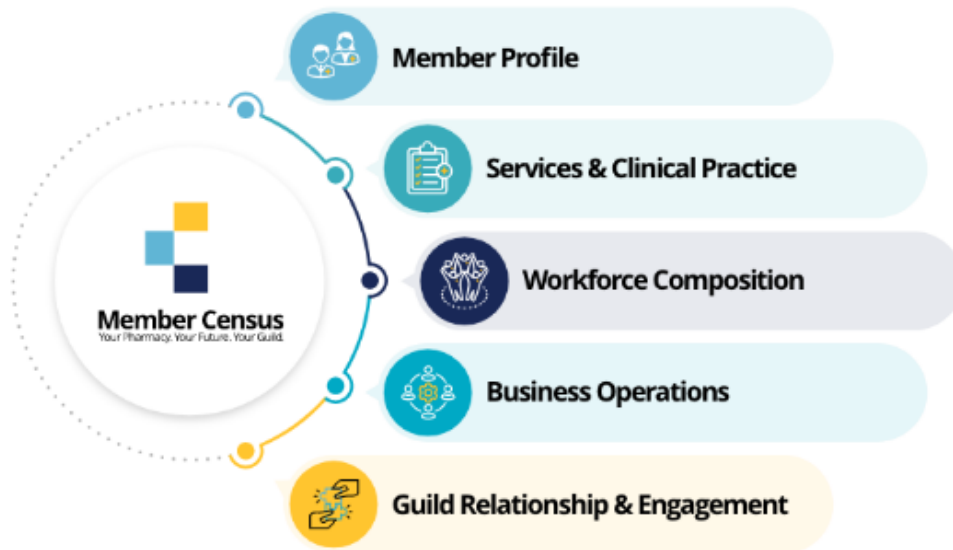
9 When **Complete Census Online** is selected, perform the following:

Note: a. Make sure that all information related to census are ready before taking the survey.

9a. Check the following details:

Welcome to the 2026 Guild Member Census!

The Census is built around five key sections - each giving a clear picture of how your pharmacy operates today and where the Guild can best support you in the future.



Your Name	9a
<input type="text"/>	
Your Pharmacy	
<input type="text"/>	

9b



- Your Name (based on information set in MyGuild)
- Your Pharmacy

9b. Click the next button 

9c. Verify other Pharmacy and owner details.

9d. Complete the census.

Note: a. For incomplete census, Qualtrics automatically saves the responses after answering moving to the next page. To complete the census, simply login to MyGuild and resume the survey using the same link in the Census webpage.

- b. Once the census is completed, an email will be sent confirming that the census is complete.