

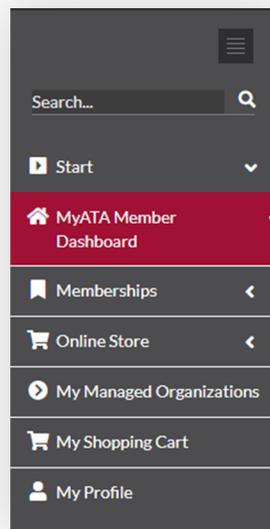
How to Register for Badges



- 1 Click the "MyATA LOGIN" button, located in the upper right-hand corner on ARCHERYTRADE.ORG and enter your login information. *If this is your first time logging in, use your email address for the user name and follow the "forgot password" link. You will receive an email prompting you to create your unique password.*



- 2 Go to the MyATA Member Dashboard.



- 3 Click on Register & Book Hotels.



- 4 The first person registering for the company will complete the MyATA Member Survey.

MyATA Member Survey:

Please fill out the survey questions below. This will only be asked one time per company. X

All fields with an asterisk (*) are required.

Please tell us why you maintain your membership with the Archery Trade Association (check all that apply): *

- To give back to the industry
- To attend the ATA Trade Show
- To boost my company's profits by improving my operations
- To take on national and international issues that I cannot address alone
- To support large scale efforts focused on creating new customers
- Other

If other, please specify:

How to Register for Badges (cont.)

5 Click Add next to the attendee's name or if they are not listed, click add person not on this list.

Add Badges:

Archery Trade Association has used 0 out of 4 badge(s)

New this year, only those with a Buyer Badge or Exhibitor Badge will have access to the Exhibit Hall on the first day of the Show, January 9. All badge types will have access on January 10 and 11.

RETAILERS ONLY - Please note, the first individual you register will receive the voucher for the Visa gift card and Big Buck Tag coupon book when you pick up your badge at the show. These are issued one each per shop.

ADD PERSON NOT ON THIS LIST RETURN TO DASHBOARD

Add
Add
Add

Name
Michelle Gaard
Wendy Lang

6 Review information and update as needed. Please note: each attendee must have a unique email address.

Contact Information:

All fields with an asterisk (*) are required.

First Name: *

Last Name: *

Company:

City: *

State: *

Zip: *

Country: *

Phone: *

Email: *

SUBMIT **RETURN TO LIST**

7 Complete the individual demographic questions.

Demographic Information:ATA MEMBER

All fields with an asterisk (*) are required.

Badge Holder's Job Role *

I have concerns regarding a disability and may require accommodations to fully participate

Have you ever been certified as an archery instructor/coach? *

Do you have experience teaching someone to shoot? *

Do you have experience tuning or fitting someone to a compound or recurve bow? *

Are you an experienced archer? *

REGISTER

How to Register for Badges (cont.)



8 Select any instructor certification courses you'd like to complete.

The screenshot shows a web interface for selecting instructor certification courses. At the top, it says "Events: ATA MEMBER". A blue box contains instructions: "Please select any instructor certification course you'd like to complete. Note: S3DA certification requires a Level 2 certification. If you do not wish to register for a course, click 'NEXT'." Below this, a green box says "RAICL1PM has been added." There are "My Cart" and "NEXT" buttons. A search bar is present with the text "search by course number, title". Under "Search Filters", it shows "6 results" and "Reset" button. Two course options are listed in a table:

Select	Course Name	Price	Time
<input type="checkbox"/>	RAICL1AM - Level 1 Archery Instructor Certification Course Coupon	\$35.00	01/09/2020 8:00 AM - 10:00 AM
<input checked="" type="checkbox"/>	RAICL1PM - Level 1 Archery Instructor Certification Course Coupon	\$35.00	01/09/2020 1:00 PM - 3:00 PM

9 Add additional badges or check out.

The screenshot shows a user dashboard for "ATA MEMBER" with account/badge number 50071. A blue notification box states: "Your registration is not complete until you have checked out and provided payment. Payment is required at the time of check out. Unpaid registrations will be cancelled after 24 hours." Below the notification, it says "Archery Trade Association has used 1 out of 4 badge(s)". Two buttons are highlighted with red boxes: "ADD BADGE" and "CHECK OUT".

10 Review your confirmation page to view/print your express pass or book hotels. Use the links provided to return to the dashboard or archerytrade.org.

The screenshot shows a confirmation page with a banner that says "TAKE AIM SET YOUR SIGHTS FOR SUCCESS JANUARY 9-11 | INDIANAPOLIS, IN". Below the banner, it says "Thank you for registering for The 2020 ATA Trade Show!" and "Your account/badge number is: 50071". It provides instructions on how to resend a confirmation email and how to resend an express pass. At the bottom, there are three buttons highlighted with red boxes: "Resend Express Pass" (with a "send" button), "View/Print Express Pass", and "Book Hotel".

Questions? Call 866-266-2776 or email registration@archerytrade.org