

How to Manage Your Staff Roster



You've been designated a Membership or Trade Show contact for your relationship with the ATA. That allows to you manage information for your business. Please follow the directions below to keep your staff roster current. This will keep communications flowing and Trade Show registration time a breeze!

1 Log into the MyATA Login <https://www.archerytrade.org/login/>

Remember, if you forgot your password you can click forgot password. ATA does not have a record of your password.

The screenshot shows the MyATA login page. It features a white background with a dark red header containing the text "MyATA". Below the header are two input fields: "Email Address" and "Password". A dark red "LOG IN" button is positioned below the password field. A red box highlights the "Forgot password?" link, which is located below the "LOG IN" button. Below the link, there is a note: "If this is your first time logging in, please click forgot password to set your unique password." At the bottom of the page, there is a line of text: "Please contact us at info@archerytrade.org or 866-266-2776 for assistance."

2 Click on My Managed Organizations then Roster.

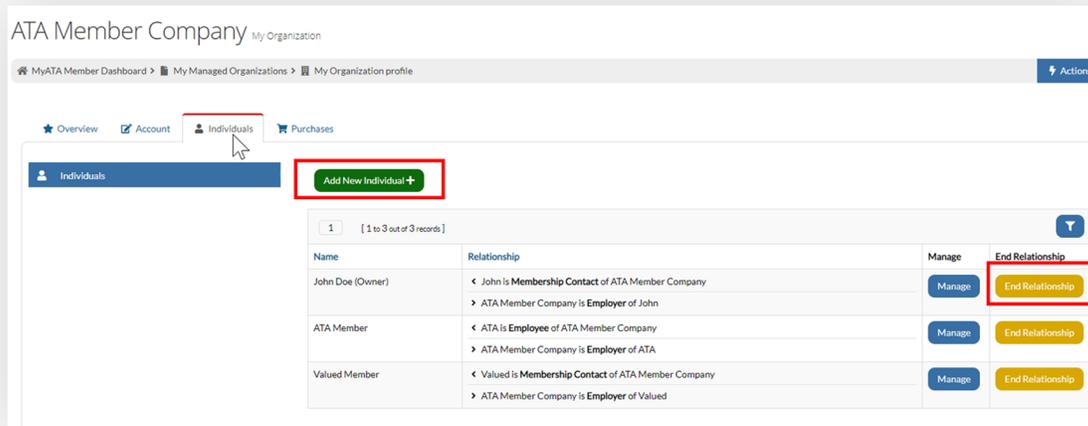
The screenshot shows the "My Managed Organizations" dashboard. On the left is a dark sidebar with navigation options: "MyATA Member Dashboard", "JOIN TODAY", "Memberships", "Online Store", "My Managed Organizations" (highlighted with a red box and a mouse cursor), "My Shopping Cart", and "My Profile". The main content area has a header "My Managed Organizations" and a breadcrumb "MyATA Member Dashboard > My Managed Organizations". Below the header is a table with two rows of data. The first row is for "Archery Trade Association" and the second is for "ATA Member Company". Each row has columns for "Name", "City", "State/Province", "Email", "Edit", and "Roster". The "Roster" column contains a blue button labeled "Roster". A red line connects the "My Managed Organizations" link in the sidebar to the "Roster" button in the table.

Name	City	State/Province	Email	Edit	Roster
Archery Trade Association	New Linn	Minnesota		Edit	Roster
ATA Member Company	New Linn	Minnesota		Edit	Roster

How to Manage Your Staff Roster (cont.)

3 Click on Individuals.

Here you can *End Relationship* for staff who have left your organization and *Add New Individual* to add new staff to your organization. All individuals will need a unique email address.



4 You can also Manage the individual to view and change personal, contact and additional information for your staff.

