

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.

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

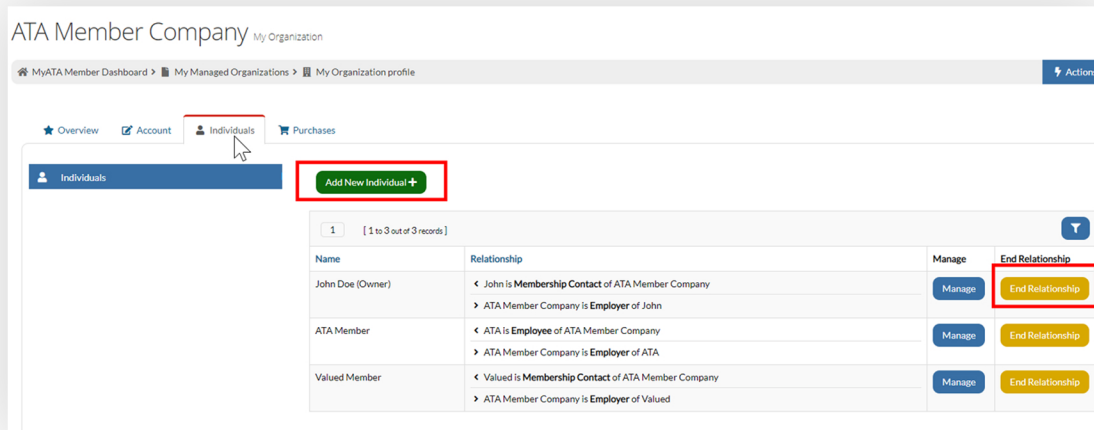
2 Click on My Managed Organizations then Roster.

A screenshot of the "My Managed Organizations" page in the MyATA system. The page has a dark sidebar on the left with a menu containing "MyATA Member Dashboard", "JOIN TODAY", "Memberships", "Online Store", "My Managed Organizations" (highlighted with a red circle and a red arrow pointing to the main content area), "My Shopping Cart", and "My Profile". The main content area has a header "My Managed Organizations" and a sub-header "MyATA Member Dashboard > My Managed Organizations". Below this is a table with two records. The first record is "Archery Trade Association" with "New Lrm" as the City and "Minnesota" as the State/Province. The second record is "ATA Member Company" with "New Lrm" as the City and "Minnesota" as the State/Province. Each record has an "Edit" button and a "Roster" button. A red line connects the "Roster" button of the second record to the "My Managed Organizations" menu item in the sidebar.

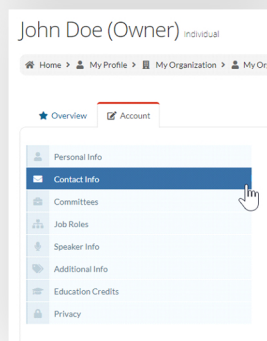
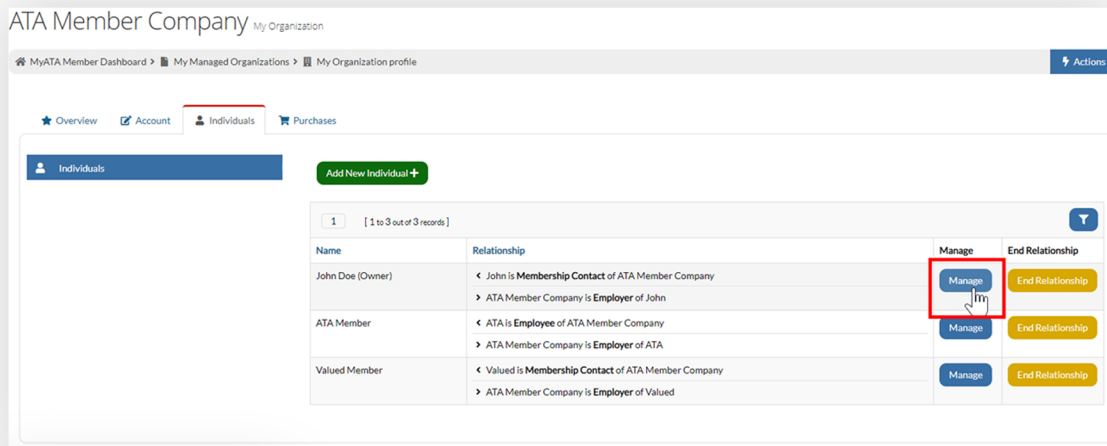
How to Manage Your Staff Roster (cont.)

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.



Questions? Contact us at (507) 233-8130 or info@archerytrade.org.