

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 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 rectangle highlights the "Forgot password?" link, which is located below the login button. Below this link 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 form, there is a line of text: "Please contact us at info@archerytrade.org or 866-266-2776 for assistance."

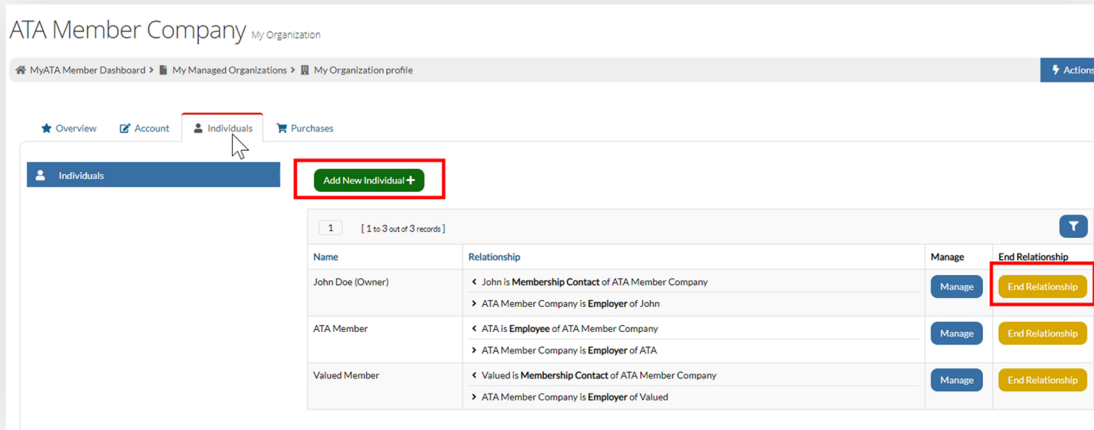
2 Click on My Managed Organizations then Roster.

A screenshot of the "My Managed Organizations" page in the MyATA Member Dashboard. The page has a dark sidebar on the left with navigation links: "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 breadcrumb trail "MyATA Member Dashboard > My Managed Organizations". Below the header is a table with two records. The first record is "Archery Trade Association" with "New Linn" as the City and "Minnesota" as the State/Province. The second record is "ATA Member Company" with "New Linn" 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 first record to the "Roster" button of the second record.

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.



ATA Member Company My Organization

MyATA Member Dashboard > My Managed Organizations > My Organization profile

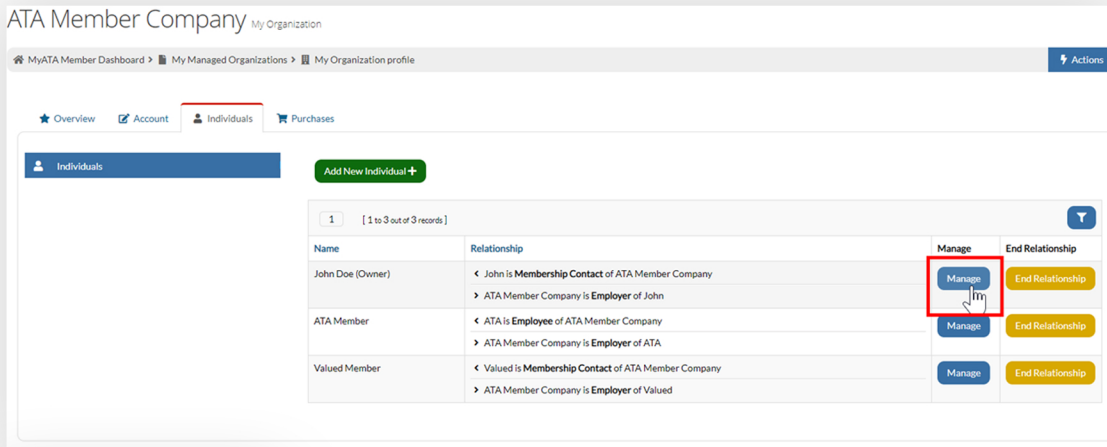
Overview Account Individuals Purchases

Individuals

Add New Individual +

Name	Relationship	Manage	End Relationship
John Doe (Owner)	< John is Membership Contact of ATA Member Company > ATA Member Company is Employer of John	Manage	End Relationship
ATA Member	< ATA is Employee of ATA Member Company > ATA Member Company is Employer of ATA	Manage	End Relationship
Valued Member	< Valued is Membership Contact of ATA Member Company > ATA Member Company is Employer of Valued	Manage	End Relationship

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



ATA Member Company My Organization

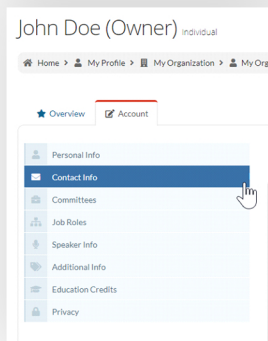
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John Doe (Owner) individual

Home > My Profile > My Organization > My Org

Overview Account

Personal Info

Contact Info

Committees

Job Roles

Speaker Info

Additional Info

Education Credits

Privacy

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