# **Managing Your Employee Roster**

## STEP 1

Go to ustravel.org and click Login.





Once logged in, click on Account.

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U.S. Travel's Future of Travel Mobility

# STEP 3

# Click on My Affiliations.

View your latest notification:	s and snapshots of your profile.	
Personal Snapshot	Mrs. Tracev	Po
Edit My Profile	Manager, Member Ser	vices
My Affiliations	Percenal	
My Research	Summary of your personal contact informa	tion.
My Committees	Full Name	ľ
My Orders	Suffix	
	Designation	
My Registrations	Title Ma	nager,
	Telephone	



Click the ellipses next to your organization name, and choose Manage Roster.

Current Affiliations		
Primary Affiliation		
 U.S. Travel Association		
https://www.ustravel.org	Company	/ Profile
	Edit Com	pany
To add additional affiliations, please contact membership@ustravel.org or call 202.408.8422.	Manage I	Roster

### **STEP 5**

At the top of your roster, click on Actions and choose Add Individual.

onal Snapshot	Viewing And Searching Within: U.S. Travel
My Profile	Association
ffiliations	Actions -
lesearch	Add Individual
ommittees	Search by first name, last name, company, e
)rders	Aimee Gabel
legistrations	Senior Vice President, Events & Education



Before adding someone, you want to search if they already have a profile created in our database. Type in their last name, first name, and work email address, then click Search.

napshot	Creating Individua	Affiliation For: U.S. Travel	
file	Association		
ns	Search For Individ	uals	
ch	Search to see if the inc	lividual already has a profile.	
tees	Last Name *	Nicholas	
	First Name	Powell	
ations	Email	nmpowell@travelnow.org	
te			



	Search For Individuals	
	Search to see if the individual already has a profile.	
es	Last Name * Nicholas	
	First Name Powell	
ons	Email nmpowell@travelnow.org	
e	Search	
word		
ettings	No results found for your search query.	
	Create New Individual	

If there are no results found, click on Create New Individual.

#### **STEP 8**

Fill out the contact information of the new individual you're adding to your roster, and click Submit.

Edit My Profile	
My Affiliations	If the address of the new individual is the same as the organization
My Research	address, do not complete address section.
My Committees	Contact Information
My Orders	Prefix *
My Registrations	First Name *
IPW Website	Middalaiin
ESTO Website	
Change Password	Last Name *
My Privacy Settings	SuffixNone-
	Designation Select Some Options
	Title *
	Email *
	Telephone *
	Mobile
	Mailing Country -None-
	Mailing Street
	maining outer
	Mailing City
	Mailing -None-



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