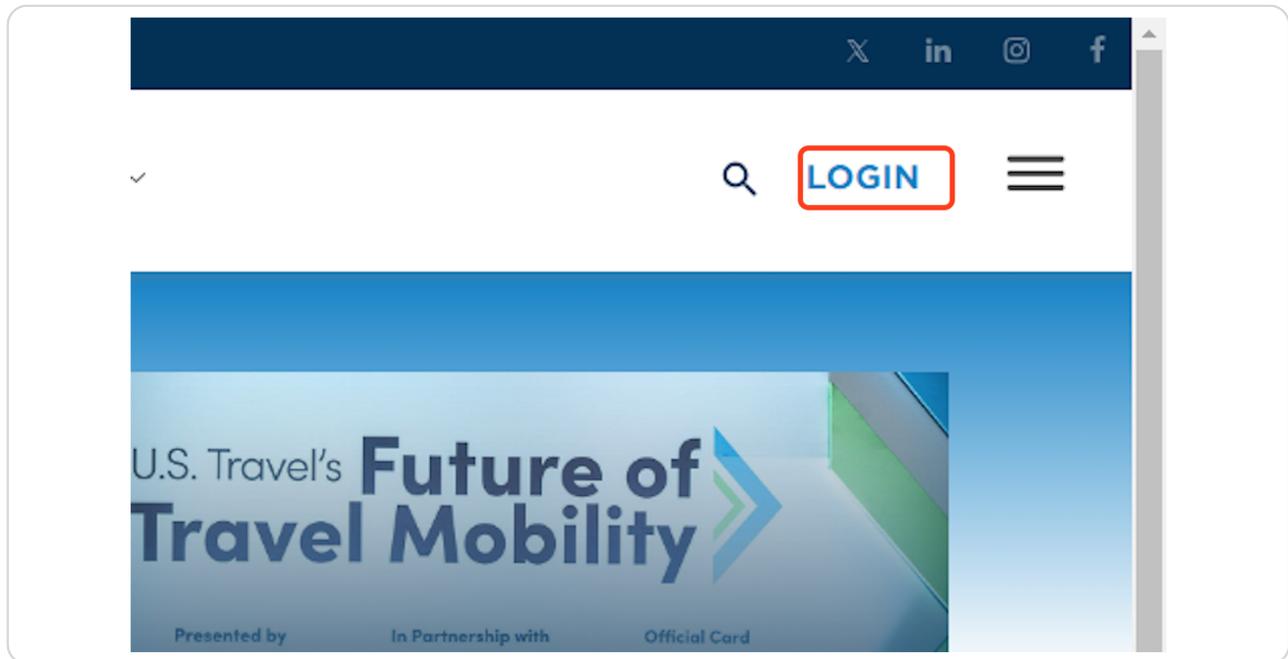


Managing Your Employee Roster

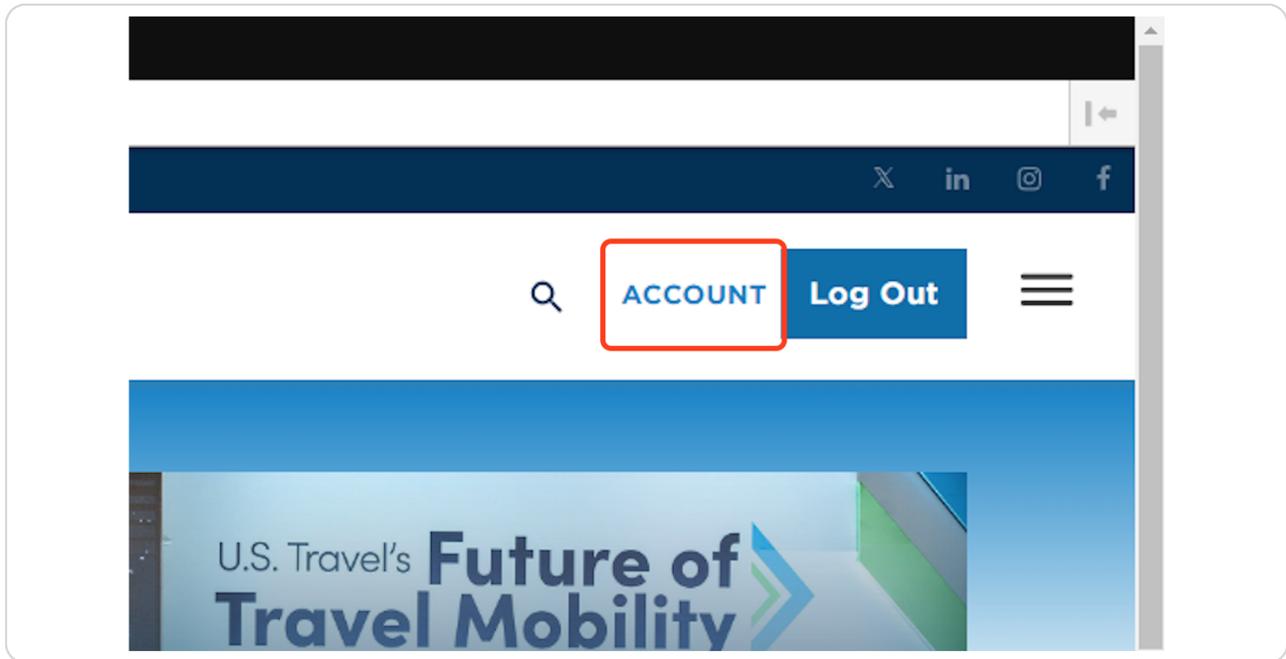
STEP 1

Go to ustravel.org and click Login.



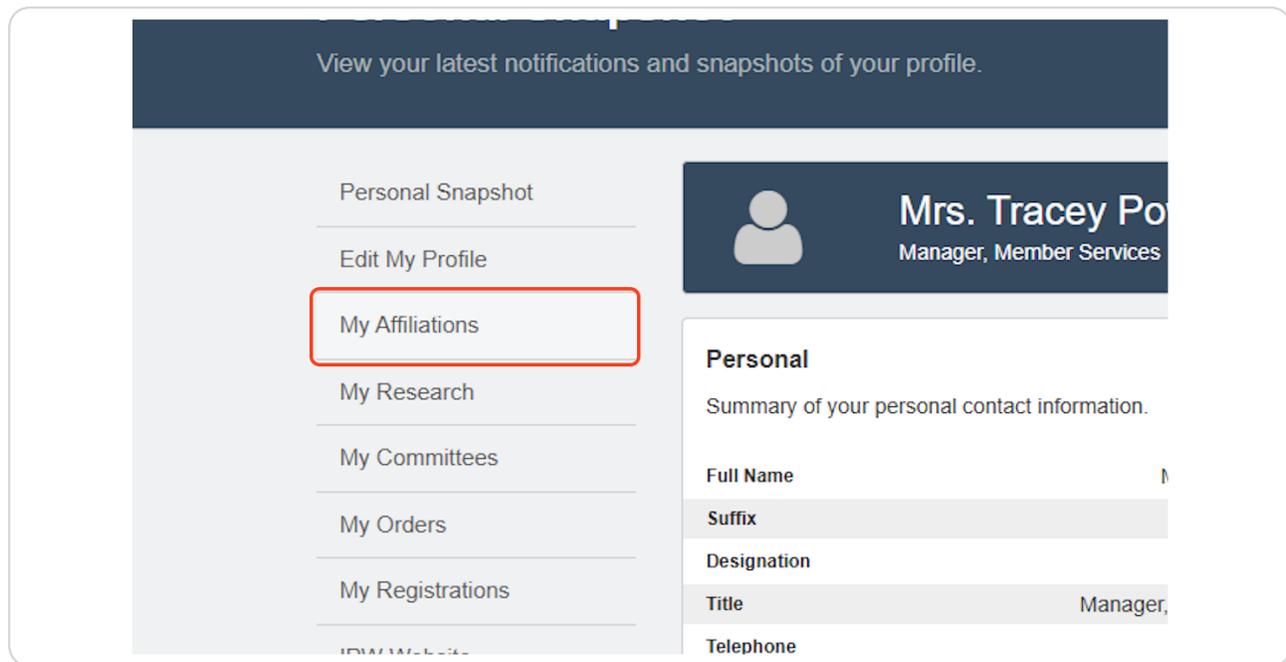
STEP 2

Once logged in, click on Account.



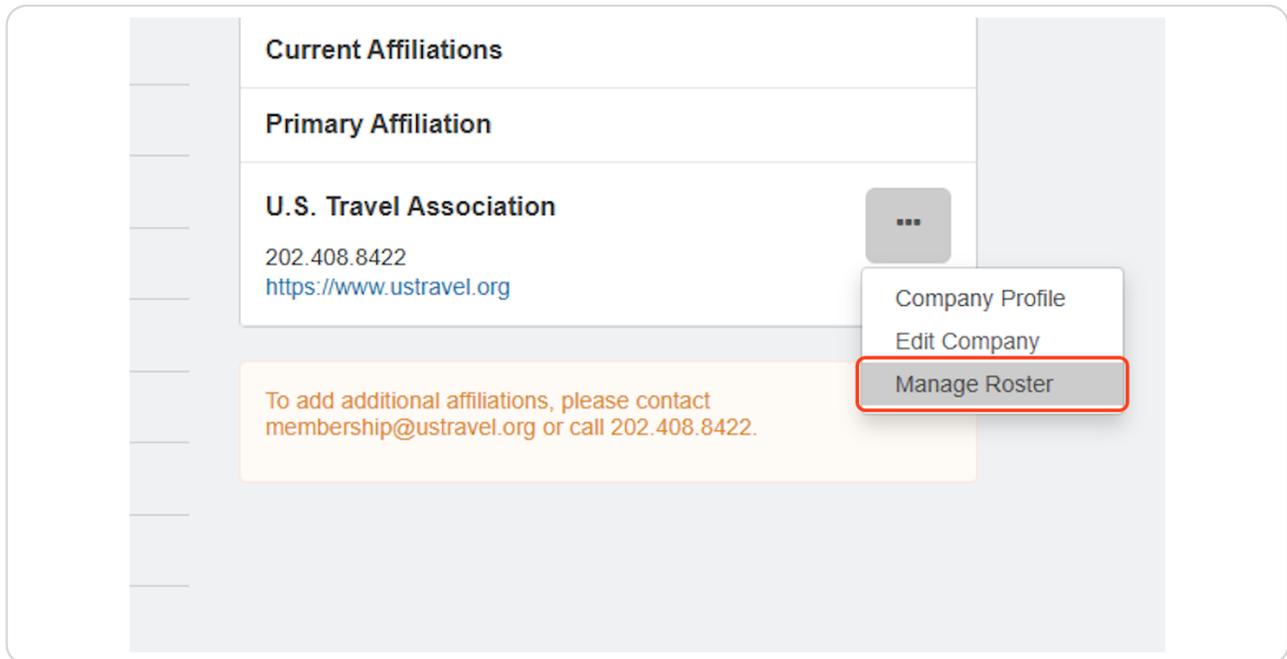
STEP 3

Click on My Affiliations.



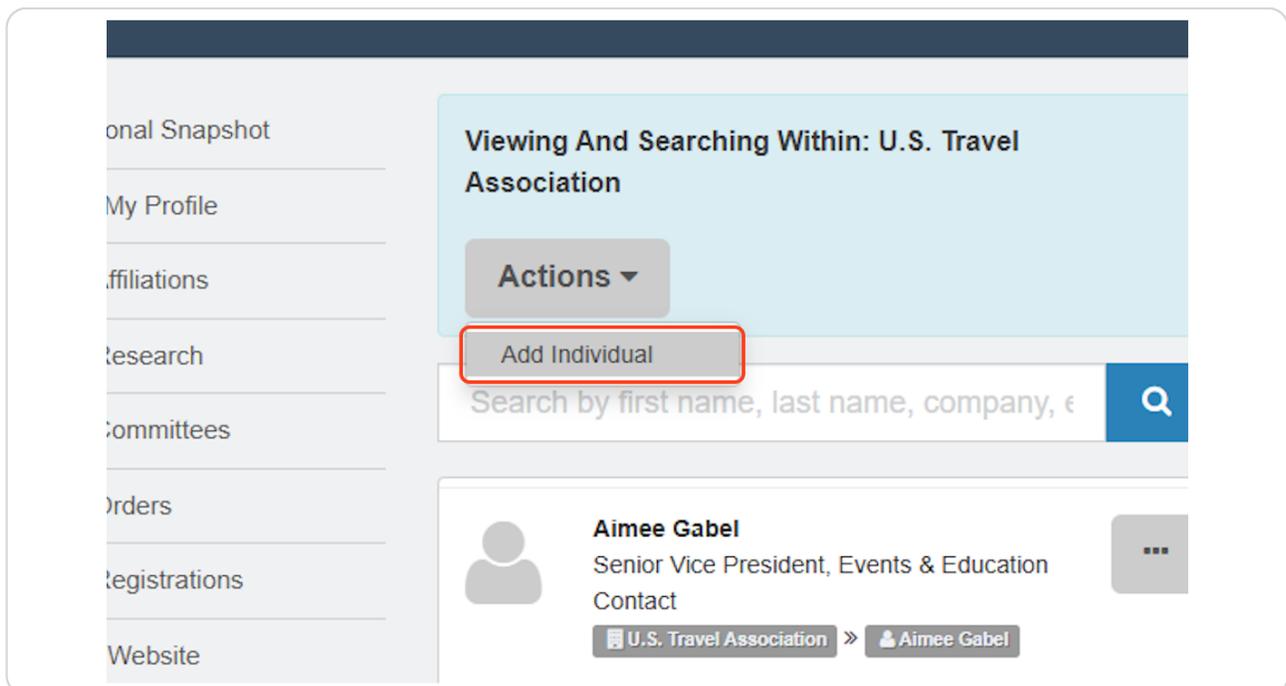
STEP 4

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



STEP 5

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



STEP 6

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.

Snapshot

Profile

Members

Search

Statistics

Associations

Website

Creating Individual Affiliation For: U.S. Travel Association

Search For Individuals

Search to see if the individual already has a profile.

Last Name *

First Name

Email

Search

STEP 7

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

Search For Individuals
Search to see if the individual already has a profile.

Last Name *

First Name

Email

Search

No results found for your search query.

Create New Individual

STEP 8

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

If the address of the new individual is the same as the organization address, do not complete address section.

Contact Information

Prefix *

First Name *

Middle Initial

Last Name *

Suffix

Designation

Title *

Email *

Telephone *

Mobile

Mailing Country

Mailing Street

Mailing City

Mailing State/Province

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