

TO CHANGE YOUR MEMBERSHIP ORGANIZATION INFORMATION

1. Log in as Travel Club Registration Coordinator or as Travel League Administrator
2. Select "Membership Information" from the Main Menu
3. Select "Membership Organization Data" or "Membership Contact Data" from the Data Type drop-down menu.
4. Change any of the other options to match your search requirements
5. **Then click the Submit button at the bottom of the menu.**

Membership Organization Data: To change name, address, telephone numbers and other organization contact information

On the right-hand side of the screen, select your organization and click "View Application."

Membership Contact Data: To change address, telephone numbers for individual members, change position to another person, or create a new ID/PW for an individual member

On the right-hand side of the screen:

1. "Add Membership Contact" to add a new person/position.
2. To change an existing record, select the person/position you want to change. Click "View Application". At the bottom of the individual record you have the option of changing the position to another person.

The screenshot shows a web form titled "MEMBERSHIP SORT". At the top right, there is a red arrow pointing to the number "1". Below this, the "Data Type:" dropdown menu is open, showing "Membership Organization Data" and "Membership Contact Data". A red arrow points to "Membership Organization Data". Below this is the "Membership Organization:" dropdown menu with "Organization Name" selected. Further down are fields for "Organization Type:" (set to "All Organization Types"), "Contact Last Name", "Contact VYSA RM ID", and "Contact Email Address". At the bottom, there is an "Alphabetic:" dropdown set to "A-Z" and a "Data Subset:" dropdown set to "All". A red arrow points to the "SUBMIT" button, with the number "2" and the text "VIP" next to it.