STEP BY STEP
MAKING THE MOST OF ABA’S NEW MEMBER DATABASE

- MAIN HEADERS: SLIDES WITH RED HEADERS REPRESENT THE MAIN SECTIONS.
- INDIVIDUAL INFO: SLIDES WITH BLUE HEADERS REPRESENT TIPS FOR MANAGING INVIDUAL INFO.
- ORGANIZATIONAL INFO: SLIDES WITH GREY HEADERS REPRESENT TIPS FOR MANAGING ORGANIZATIONAL INFO.
Each individual has a unique login email and password. Once logged in for the first time you will be prompted to set your password.
FORGOT YOUR PASSWORD

Click to be prompted to password reset
YOUR WELCOME SCREEN

Check out the various Members Only options.

Name of individual logged into Members Only section.
MY ABA

This link allows you update your contact information and manage your subscriptions. You can view purchases and print invoices all from your profile.
**MY ABA: OVERVIEW TAB**

- **View or add image to be viewed during member searches**

- **List of organization(s) that you have an active relationship with and your primary address, phone and email.**

- **Individuals who have an active relationship with a current ABA member receive member benefits from this relationship.**

- **Individuals have the option of showing on search and directory results. If you opt not to show, your information will not be included in searches or the Motorcoach Marketer and other publications.**

- **Shows open balances due.**

- **Shows membership information of related organizations.**
MY ABA: ACCOUNT TAB

View/edit your name, role, special needs, demographics, subscriptions and MCM roles.

View/edit your addresses, phone, fax, email and web.

View your current committee information.

View/edit your industry designation.

Update your individual password.

Manage your settings for public viewing and publications.
ACCOUNT TAB: PERSONAL INFO

Select any appropriate prefix from list.

Edit first name.

Optional: Add/edit middle name.

Edit last name.

Optional: Preferred first name for communications.

Select any appropriate suffix from list.

Add/edit job title.

If checked, information will be visible in online search and publications.

Select your role(s) within your organization(s). These will be used for targeted alerts and messaging.

Select the role(s) that you hold within your organization that should appear in the Motorcoach Marketer and other online/printed publications.
If checked, the individual will receive a personal copy of *Destinations*, ABA’s bi-monthly magazine.

Manage your digital subscriptions. Opt in or out of receiving online subscriptions. If you opt in, you can select an email address for each digital subscription to be sent. If more than one representative from your company lists the same email address for a specific subscription, only one copy of that subscription will be emailed.
ACCOUNT TAB: PERSONAL INFO

Select any appropriate special needs that ABA should be aware of for events.

Optional: Complete the demographic fields to assist in providing targeted information/opportunities.

Select any dietary requests for ABA events.

Save or discard your changes.
ACCOUNT TAB: CONTACT INFO

- View/edit/add addresses (work, home, other)
- Add new address.
- List of current address(es) in system.
- Click to edit address.
ACCOUNT TAB: CONTACT INFO

- Link or de-link address from organization’s record.
- Select address type.
- Select if should be listed as your primary address.
- Select if should be listed as your preferred billing address.
- Select if should be listed as your preferred shipping address.
- Select if should be listed if this address should be shown in online searches and publications.

Save – To save changes.
Delete – To delete address from database.
Cancel – To discard any changes from session.
ACCOUNT TAB: CONTACT INFO

Click to view/edit/add phone, email and/or weblinks/social media
ACCOUNT TAB: COMMITTEE INFO

List of active committee information.

List of past committee information.
ACCOUNT TAB: ADDITIONAL INFO

Add new industry designation.

List of current industry designations (i.e. CTIS)
ACCOUNT TAB: CHANGE PASSWORD

Enter old password.
Enter new password.
Confirm new password.

Click to change password.
ACCOUNT TAB: PRIVACY

Below you can see the personal and contact information we have about you on file. You can use the options below to control if any of this information can be made available to others on the online directory or other areas of our website.

**PERSONAL INFO**
- [ ] Show my personal info (like name, title, etc) in online directory

**ADDRESS**
- [ ] Work: 111 K St NE Fl 9 Washington, District of Columbia 20002-8110 United States
- [x] Do not show any of my addresses in the online directory

**PHONE**
- [ ] Work: +1 (202) 218-7230
- [x] Do not show any of my phones in the online directory

**EMAIL**
- [ ] Work: meetingsdept@abuses.org
- [x] Do not show any of my emails in the online directory

[Save]
ORGANIZATION TAB

List of organization(s) that you are currently related to.

Click to manage organizational information.
ORGANIZATION TAB: OVERVIEW

Organization's primary address/contact information.

View/add/edit organizational image/logo.

Organization’s social media links.

Organization’s membership information. Primary members will show “Member Since” and an inherited member will show “Receives Member Benefits”.

View/edit organizational social media links.
ACCOUNT TAB: ORGANIZATION INFO

- Edit company name.
- Edit company web site.
- If checked, will show in online searches and publications.
- View/edit company description.
- Edit number of full-time employees.
- Edit number of part-time employees.
- If checked, gives permission for BusPAC Solicitation
- View/edit primary Category for publications, registration.

Bus and Tour Operators: Complete for publications.
View/edit/add addresses and contact information for organization.
Add secondary membership categories for organization.

View/edit organization’s membership category or categories.
Add new services that organization provides operators.

View/edit organization’s services provided.
View organizational paid additional listings for primary address to appear under another location or category. For more information contact ABA at 800-283-2877.
Add new individual with relationship to organization.

List of individuals with current or past relationship with organization.

Click to edit individual information including contact information.

Click to end the relationship with an individual no longer affiliated with organization.
**ORGANIZATION TAB: PURCHASES**

<table>
<thead>
<tr>
<th>Recent Orders</th>
<th>Number</th>
<th>Main Item</th>
<th>Total</th>
<th>Balance</th>
<th>Created On</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recent Invoices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recent Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merchandise</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Options</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- List of recent orders for organization.
- List of recent invoices for organization.
- List of recent payments for organization.
- List of current and past memberships for organization.
- List of current and past event registrations for organization.
- List of miscellaneous merchandise for organization.
- Edit payment options for organization.
### ORGANIZATION TAB: PROFILE SHEET

#### List of organization profile sheet(s) uploaded.
- **Upload File**
- **Description**
- **Extension**
- **Added On**
- **Download**
- **Edit**

Click to upload organizational profile sheet.
View/pay online for purchases made by individual.
View/print receipts for recent payments.
View related membership purchases.
View related event purchases.
View related merchandise purchases.
View credits.
View/edit payment options.
This link allows you to edit and/or deactivate the representatives for your company.
### List of Related Organizations

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State/Province</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Bus Assoc</td>
<td>Washington</td>
<td>District of Columbia</td>
<td><a href="mailto:abain@fogbuses.org">abain@fogbuses.org</a></td>
</tr>
</tbody>
</table>

### Add Individuals to Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham, Erin</td>
<td>Communications &amp; Marketing Associate</td>
<td><a href="mailto:ebrirmingham@buses.org">ebrirmingham@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>McConnell, Shea</td>
<td>Program Specialist</td>
<td><a href="mailto:smcconnell@buses.org">smcconnell@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Eberle, Dan</td>
<td>V.P.</td>
<td><a href="mailto:dbairliche@buses.org">dbairliche@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Breydel, Eric</td>
<td>Chief Financial Off.</td>
<td><a href="mailto:ebraendel@buses.org">ebraendel@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Hall, Cheryl</td>
<td></td>
<td><a href="mailto:cchali@buses.org">cchali@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
</tbody>
</table>

### Edit Individual on Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Birmingham, Erin</td>
<td><a href="mailto:ebrirmingham@buses.org">ebrirmingham@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>McConnell, Shea</td>
<td><a href="mailto:smcconnell@buses.org">smcconnell@buses.org</a></td>
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<tr>
<td>Eberle, Dan</td>
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<td>Breydel, Eric</td>
<td><a href="mailto:ebraendel@buses.org">ebraendel@buses.org</a></td>
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<tr>
<td>Hall, Cheryl</td>
<td><a href="mailto:cchali@buses.org">cchali@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
</tbody>
</table>

### Deactivate Individual on Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Birmingham, Erin</td>
<td><a href="mailto:ebrirmingham@buses.org">ebrirmingham@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>McConnell, Shea</td>
<td><a href="mailto:smcconnell@buses.org">smcconnell@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Eberle, Dan</td>
<td><a href="mailto:dbairliche@buses.org">dbairliche@buses.org</a></td>
<td>Edit, Remove</td>
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<tr>
<td>Breydel, Eric</td>
<td><a href="mailto:ebraendel@buses.org">ebraendel@buses.org</a></td>
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<tr>
<td>Hall, Cheryl</td>
<td><a href="mailto:cchali@buses.org">cchali@buses.org</a></td>
<td>Edit, Remove</td>
</tr>
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MY ABA

This link allows register yourself and/or the representatives of your company.
This link allows you to visit the online store to purchase miscellaneous products on behalf of yourself and/or the organization.
Click to purchase item for organization or other individuals within organization.

Click to purchase items for yourself.
This link allows you to access the Members Only search.
MEMBER SEARCH

Set search criteria. Use advanced view for more search options.
This link allows registered Marketplace delegates to search research databases, manage appointments and interact with the various components of the Marketplace experience.