

TTARA Management Access

You must be the primary and/or billing contact for your organization to access these settings.

1

Navigate to your TTARA Member Compass
<https://members.ttara.org/member-compass>

2

Click "Company" to edit your organization's profile information.

\$ Account History

📅 My Events

👤 Profile

👤 Login & Password

💳 Payment Methods

🏢 Company

👥 People

📊 TTARA Reports

🚪 Logout

Welcome to your Member Compass™

This is an area tailored to your membership and member engagement. You can [View, Print & Pay Invoices](#), [Update \ Profile](#), [Manage Events](#), easily access news & updates by [T](#) more.

3 Click "People" to add additional employees to your company's record.

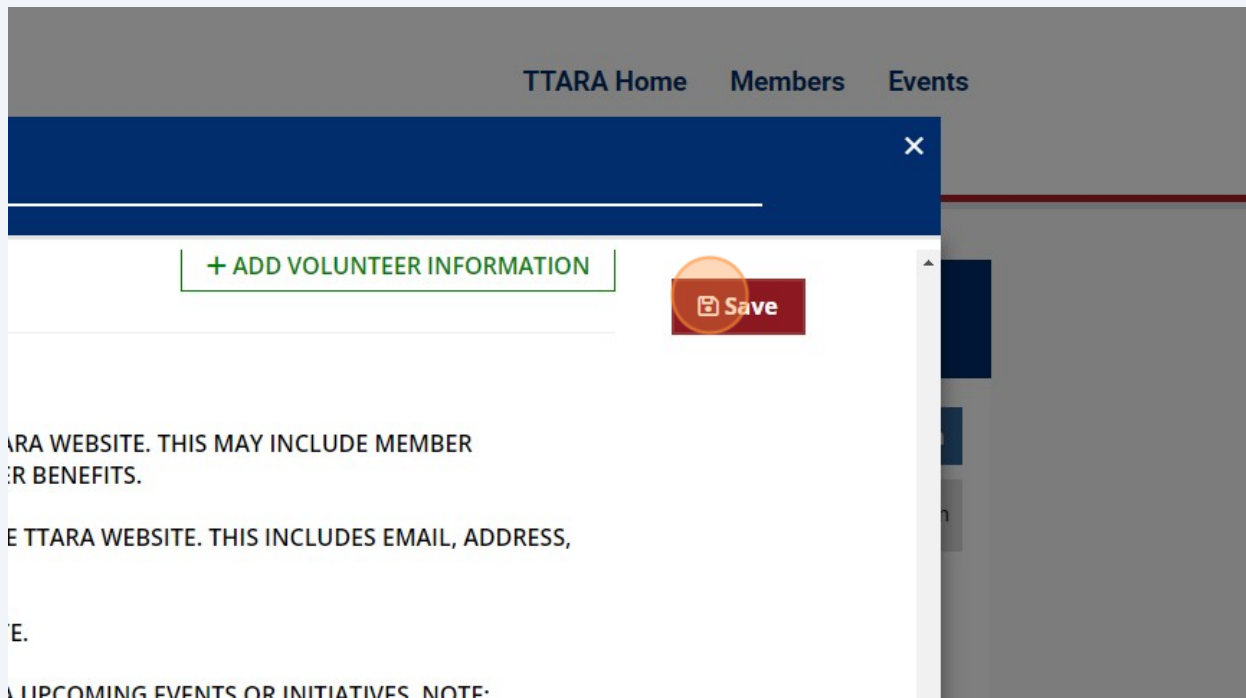
The screenshot shows a user dashboard. On the left is a sidebar menu with the following items: "My Events", "Profile", "Login & Password", "Payment Methods", "Company", "People", and "TTARA Reports". The "People" item is highlighted with a red background and a white circle. Below the menu is a blue "Logout" button. On the right side of the dashboard, there is a "Contact Information" form with the following fields: "EMAIL *", "PHONE *", "MOBILE", "FAX", and "WEBSITE". Each field has a corresponding input box.

4 Click "Add Person" and follow the prompts to create the employee's profile.

The screenshot shows a table with the following columns: "Organization", "Email", "Member Status", and "Action". The "Action" column contains a blue button with a white plus sign and the text "Add Person". Below the table, there is a message that reads "There are no people that match the criteria." The "Add Person" button is highlighted with a white circle.

5

Click "Save" once you have completed all the required fields.



6

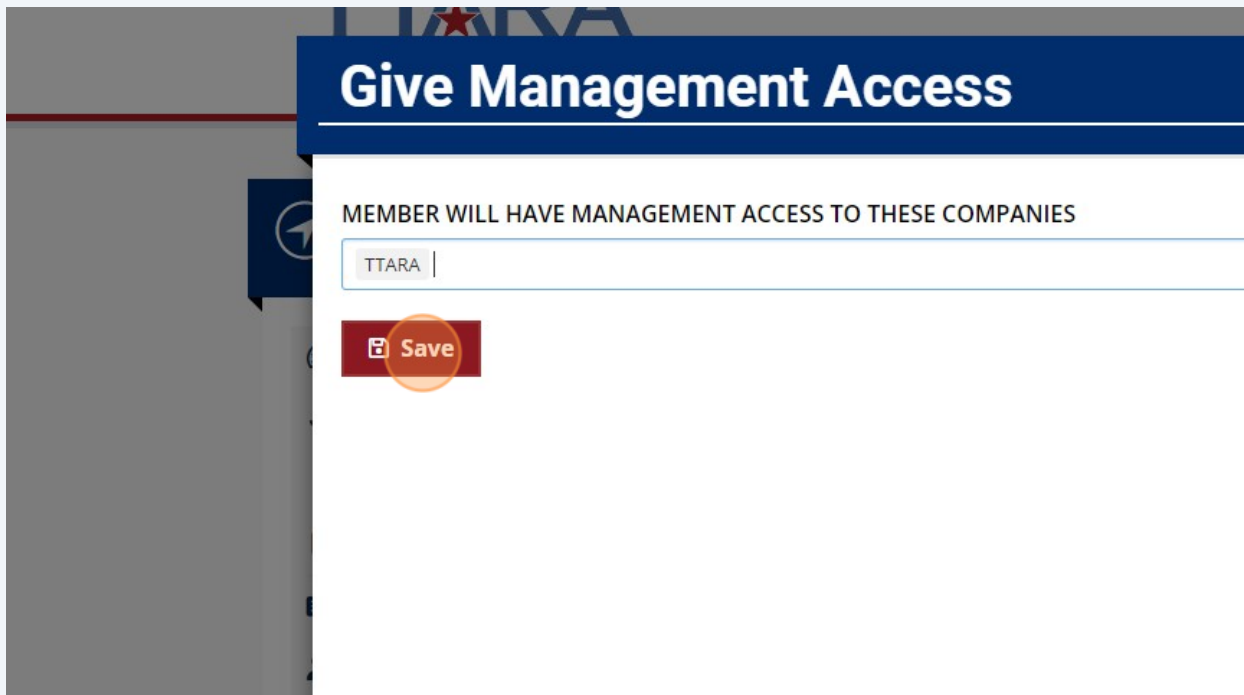
To give an employee management access, click the "Give Management Access" button next to their name.

Management access allows an employee to:

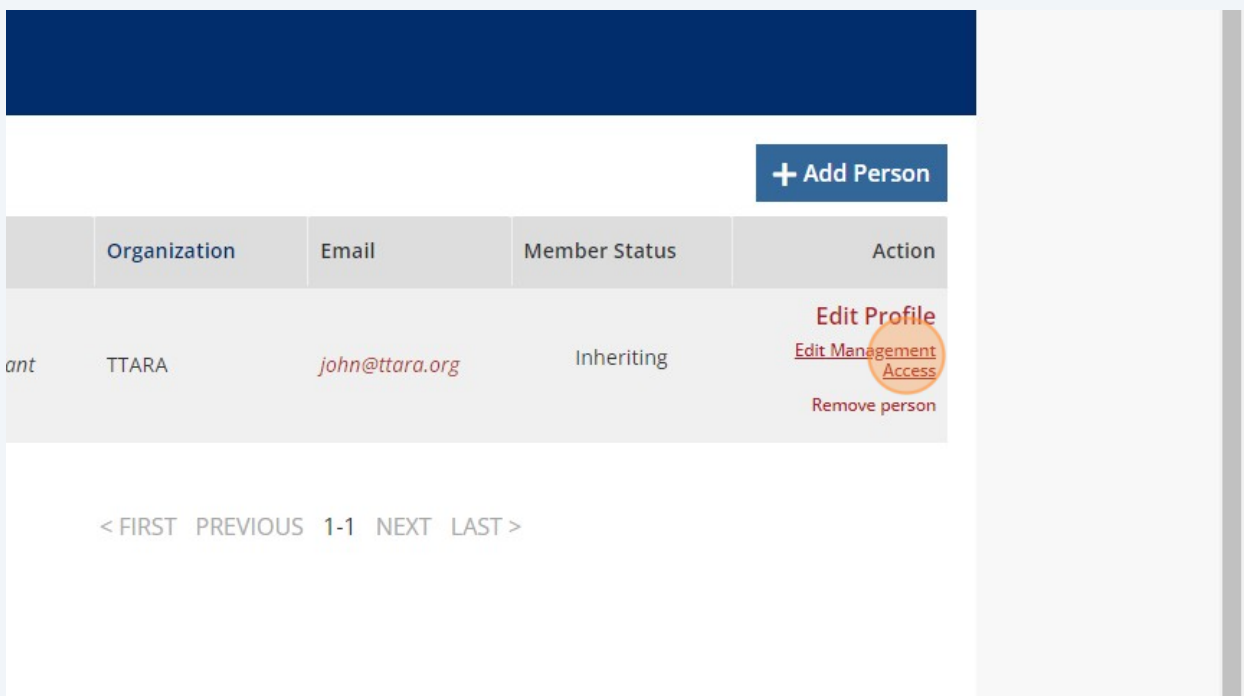
1. Edit the company record
2. View/pay transactions and access historical transactions
3. Add or remove employees from company record

The screenshot shows a user management interface. At the top right, there is a blue button labeled "+ Add Person". Below it is a table with the following columns: Organization, Email, Member Status, and Action. The table contains one row for a user named "ant" with Organization "TTARA", Email "john@ttara.org", and Member Status "Inheriting". In the Action column for this user, there are three links: "Edit Profile", "Give Management Access" (which is highlighted with an orange circle), and "Remove person". Below the table, there is a pagination control: "< FIRST PREVIOUS 1-1 NEXT LAST >".

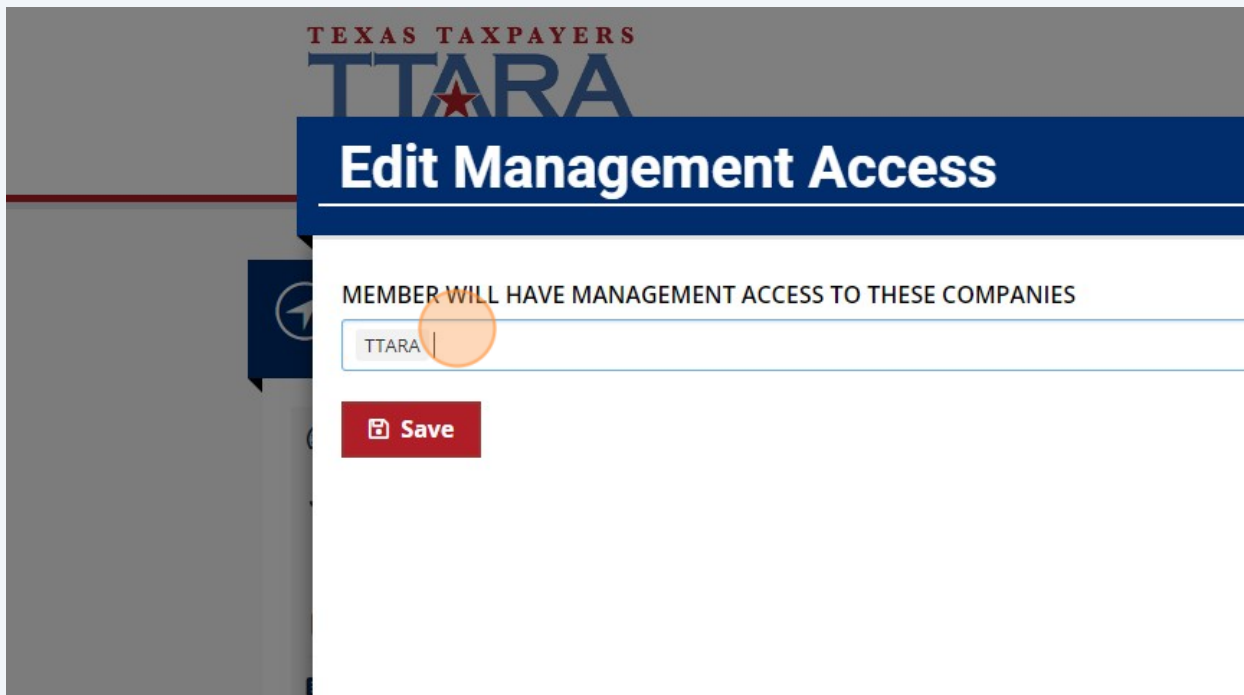
- 7 Enter your company's name and click "Save".



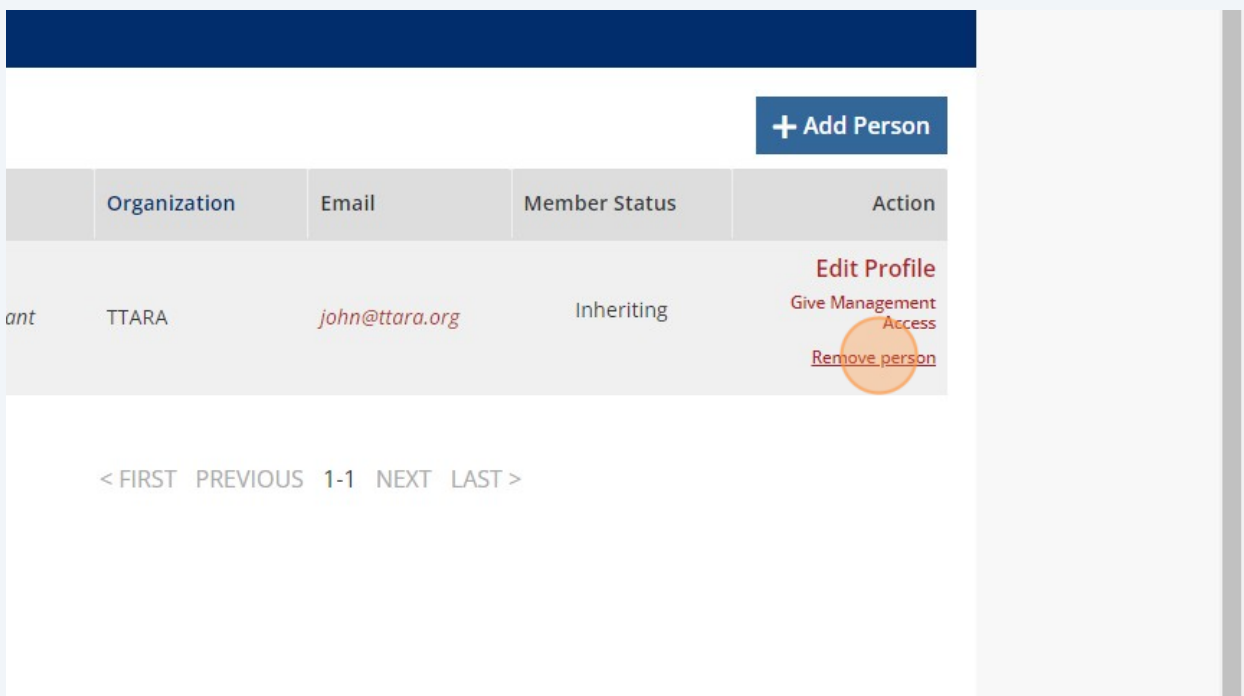
- 8 To remove management access from an employee click "Edit Management Access".



- 9 Delete your company's name from this section and click "Save".



- 10 To remove an employee from your company record, click "Remove person".



11

Click "Yes" to remove the individual from your company record.

The screenshot shows a web application interface with a confirmation dialog box. The dialog box has a red exclamation mark icon and the text: "Are you sure you want to remove this person from TTARA?". Below the text are two buttons: a blue "No" button and a red "Yes" button. The background is a blurred view of a "Members" page. At the top right, there are navigation links: "TTARA Home", "Members", and "Event". Below the dialog box, there is a search bar with the placeholder text "Find a person by name" and a "+ Add Person" button. Below the search bar is a table with the following columns: "Name", "Title", "Organization", "Email", "Member Status", and "Action". The table contains one row for "John Doe", with the title "Executive Assistant", organization "TTARA", email "john@ttara.org", and member status "Inheriting". The "Action" column for John Doe contains three links: "Edit Profile", "Give Management Access", and "Remove person".

TTARA Home Members Event

mpass

Find a person by name + Add Person

Name	Title	Organization	Email	Member Status	Action
John Doe	Executive Assistant	TTARA	john@ttara.org	Inheriting	Edit Profile Give Management Access Remove person