My TDA

Through **My TDA**, members can:

- Renew TDA membership
- Sponsor TDA events
- Register for an event
- Update contact information
- View their committee information

To take advantage of the options above, click the *Member Login* button in the upper-right corner of the TDA website. Login by entering your email address and your password. If you don't remember your password, click the *Forgot Your Password* link on the login screen and follow the instructions to reset your password. Passwords are case-sensitive.

If you are the primary contact for your organization or have been assigned administration functions for the organization, you will have the ability to renew your organization's dues or purchase sponsorships online. Please contact the TDA office if you would like to assign administrative functions to someone in addition to the primary contact. After login, follow these steps:

1. Go to the online store.
2. Use the pull-down menu to shop for the organization and hit the *Go to Shopping* button. If you don't select to shop for the organization, you will not see any products.
3. Select the membership renewal. Note: If a membership type has multiple rates, the rate shown is the default for the membership type and may not be the appropriate rate for your organization.
4. Use the pull-down menu to choose the rate for your organization.
5. Add the item to the cart. If you want to sponsor TDA events, click the *Continue Shopping* button. Otherwise, check out.

Many members choose to have the TDA Newsletter and other communications emailed to multiple contacts within the organization. We encourage this, and the primary organization contact can add employees (or others) to the email list.

Go to the *My Information* menu item to update contact information or add employees to the email list. To update the organization's information or add employees, click your organization's name. Click the *Manage Org Individuals* button to see who currently receives the TDA Newsletter (benefits) and add additional recipients. Past employees may be listed, but their records will reflect that they no longer receive member benefits. Please do not overwrite an existing individual record with a new contact. When you add a new employee, you must establish a password. If the employee later tries to log in but doesn't know the password, the system will allow the individual to reset the password. You can also, of course, email any changes or additions to the TDA office.

Anyone with a login can update personal contact information by going to the *My Information* menu and clicking the *Edit Information* button just beneath the name.

If you have any questions or concerns, don't hesitate to contact the TDA office.