

my.mada.org User Guide

On my.mada.org you will be able to register for events and trainings, update your contact information, subscribe to emails from MADA and more! This guide will walk you through managing your profile and using my.mada.org.

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Your Profile

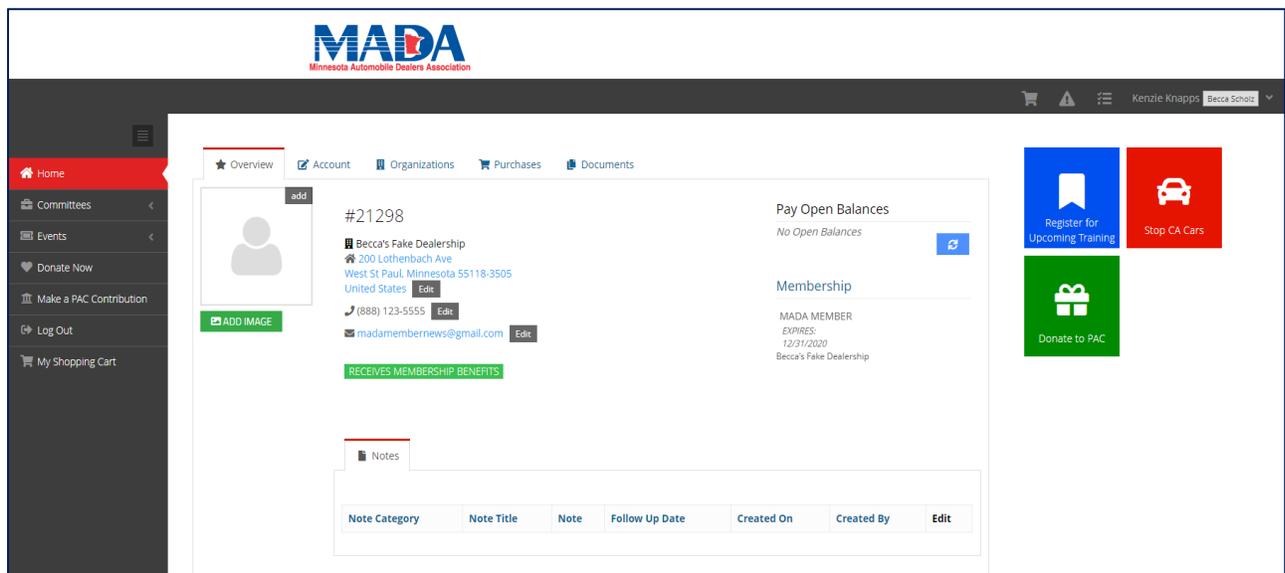
Your my.mada.org profile **Overview** is a snapshot of the information MADA has for you and your membership.

On this overview, you will see the Member Organization you work for, your mailing address, phone number, email address, and the membership type(s) you have.

On this page you can also see if you have any balances due and pay them.

Here is also where you will upload a profile picture.

Wrong Organization? Contact Becca Scholz at becca@mada.org with your new organization and contact information.



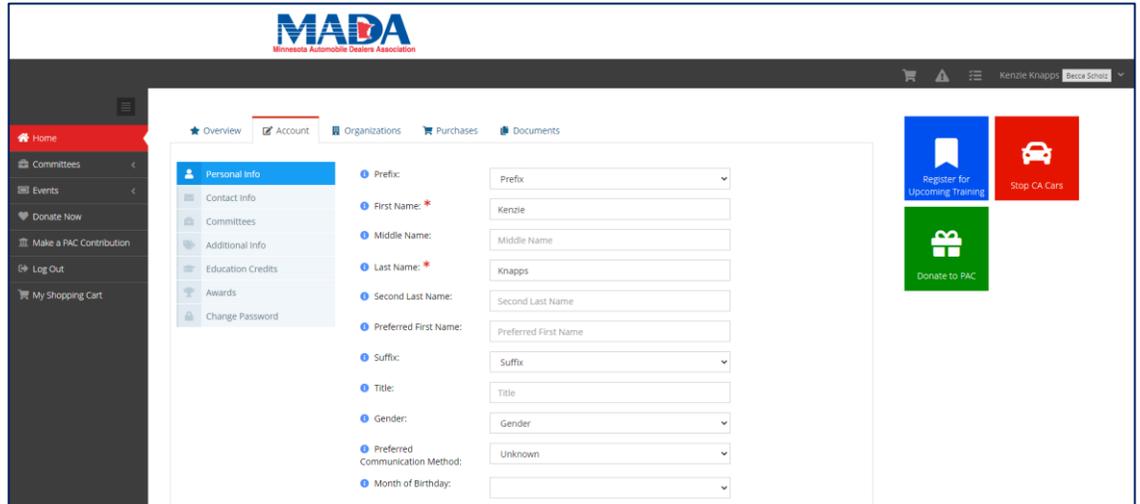
Updating Your Contact Information

There are two ways to update your contact information.

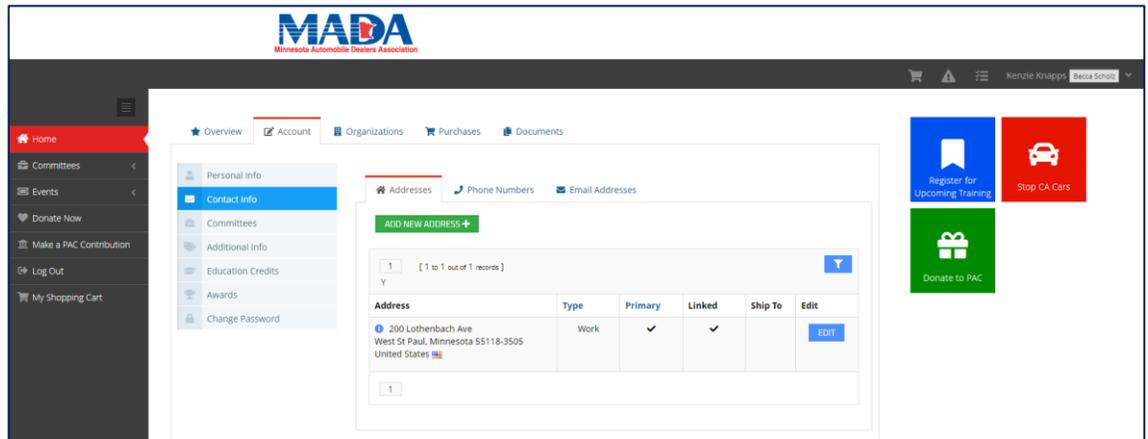
1. On your profile **Overview**, use the dark grey **Edit** buttons to update your address, phone number, and email address (see above screenshot).

2. Under the **Account** tab

- a. Update your name and/or title on the **Personal Info** tab



- b. Update your address, phone number, and email address on the **Contact Info** tab.



The screenshot shows a window titled "Add Address" with the following fields and options:

- Link to Organization: [Dropdown menu]
- Ship To (Override): [Text field containing "Kenzie Knapps"]
- Country: [Dropdown menu containing "United States"]
- Address: [Dropdown menu containing "Work" and a text field containing "Address Line 1"]
- Address Line 2: [Text field containing "Address Line 2"]
- City, State/Province, Zip/Postal Code: [Text field containing "City", a dropdown menu containing "State/Province", and a text field containing "Zip/Postal Cod"]
- Show in Directory:
- Save as Primary Address:
- Save as Preferred Billing Address: (indicated by a large blue arrow)
- Save as Preferred Shipping Address:

At the bottom of the form are "SAVE" and "CANCEL" buttons.

*Under the **Contact Info** tab, you can add additional addresses or phone numbers and indicate how each should be used.

Subscribing to MADA Emails

Receiving MADA's emails will keep you informed of both what is happening in the Association but also in the industry as a whole.

Double Check: On the **Personal Info** tab, check that you are marked to receive all of the emails that you want to. If you are checked to receive them but haven't been please contact us at info@mada.org

The screenshot shows a section titled "Email Lists" with the following content:

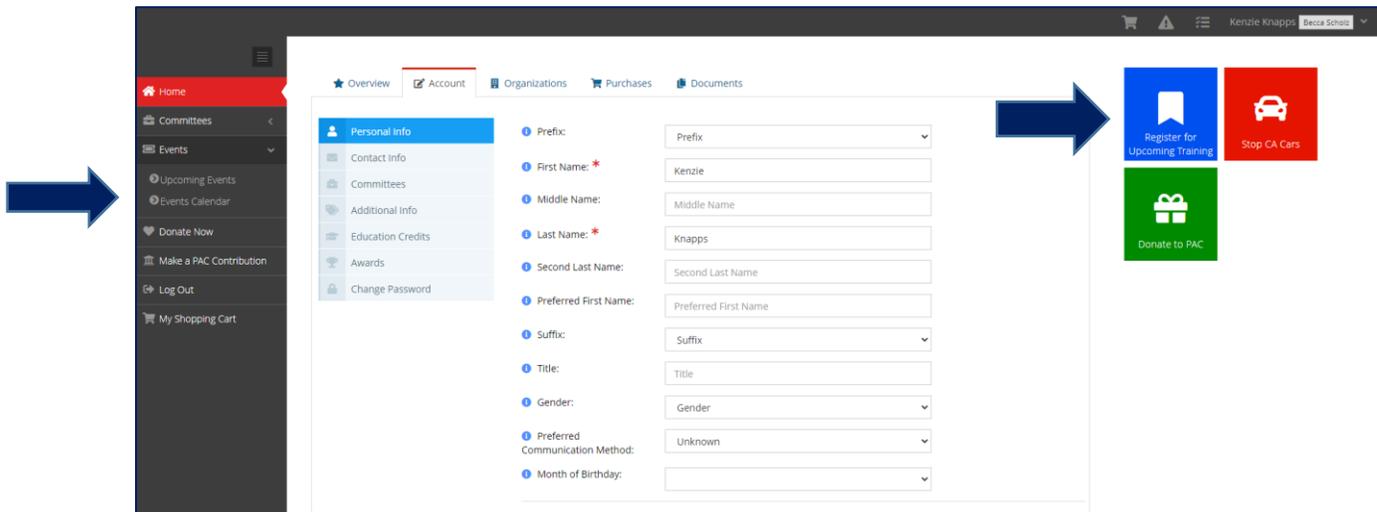
Please select which emails you would like to receive:

- Legal News
- Legislative News
- MADA News, monthly newsletter (electronic version)
- Services News
- Training News

Registering for Trainings and Events

When you are in my.mada.org, there are two ways to navigate to the upcoming events and trainings in order to register.

1. On any page use the bright blue **Register for Upcoming Training** button
2. On the left-hand side navigation tree, choose the **Events** drop down, then **Upcoming Events**.



The upcoming trainings page will list all of our upcoming trainings and events in chronological order that are open for registration.

The screenshot displays a vertical timeline of training events. Each event is represented by a colored box with a date and end date on the left, a title and description in the middle, and two buttons ('MORE DETAILS' and 'REGISTER TO ATTEND') on the right. The events are:

- 6/25/2020** (Ends on 6/25/2020): ON- DEMAND: The Nuts and Bolts of PPP Loan Forgiveness. Description: A Deep Dive into PPP Loan Forgiveness Application and Recent Changes.
- 7/8/2020** (Ends on 7/8/2020): Title Basics, MADA Classroom - July 8, 2020. Description: Designed as an introduction to the title & registration process, this interactive course will broaden understanding of state forms, their proper allocation, and fee location.
- 7/8/2020** (Ends on 7/8/2020): Title Basics, Virtual - July 8, 2020. Description: Designed as an introduction to the title & registration process, this interactive course will broaden understanding of state forms, their proper allocation, and fee location.
- 7/15/2020** (Ends on 7/15/2020): Certified Title & Registration Program - July 15, 2020. Description: The Certified Title & Registration Program has been meticulously designed by MADA, Driver and Vehicle Services, and the Deputy Registrars to provide essential training to all individuals involved with titling and registration.
- 7/22/2020** (Ends on 7/22/2020): Trending the Wrong Way Series: Employee Misconduct on Social Media - July 22, 2020. Description: Strike the right balance between respecting the right to free speech and protecting against hostility in the workplace, all under social media.

From here, you can learn more about each training or register to attend!

Reviewing your Purchases

One of the great features of my.mada.org is that you can pay with a credit card, review all of your past purchases and outstanding balances, and re-print invoices if needed.

Navigate to the **Purchases** tab.

From here, you can navigate to your recent orders, recent invoices, payments, and categories of purchased items.

★ Overview Account Organizations **Purchases** Documents

- 🛒 Recent Orders
- 📄 Recent Invoices
- 💰 Recent Payments
- 📅 Memberships
- 📄 Subscriptions
- 📣 Advertising
- 📅 Events
- 🛍️ Merchandise
- 📄 Publications
- 📄 Courses
- ⚙️ Certifications
- 📄 Exams
- ★ Sponsorships
- ❤️ Donations
- 🏛️ PAC Contributions
- 📄 Credits

1 [1 to 6 out of 6 records] ▼

Number	Main Item	Total	Balance	Created On	Cancelled On	View
5690	Pivoting your Digital Marketing during Covid-19 - August 18, 2020	\$50.00	\$0.00	7/1/2020 8:43 AM	7/1/2020	VIEW
3590	Motor Vehicle Title & Registration Certification	\$0.00	\$0.00	5/6/2020 1:51 PM		VIEW
2190	Certified Title & Registration Program	\$387.00	\$0.00	12/17/2019 4:34 PM	1/17/2020	VIEW
1370	Title Basics 12.11.19	\$199.00	\$0.00	12/12/2019 12:02 PM	5/29/2020	VIEW
1270	2019 Main Event	\$0.00	\$0.00	12/3/2019 10:34 PM		VIEW
1050	Title Basics	\$199.00	\$0.00	10/17/2019 12:11 PM	1/17/2020	VIEW

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If you participate in our Motor Vehicle Title & Registration Certification training and exam, this is where you will be able to view and print your certificate and manage your re-certification.

★ Overview Account Organizations **Purchases** Documents

- 🛒 Recent Orders
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- ⚙️ Certifications
- 📄 Exams
- ★ Sponsorships
- ❤️ Donations
- 🏛️ PAC Contributions
- 📄 Credits

⚙️ Completed Certifications
 ⚙️ Pending Certifications
 ⚙️ Inactive Certifications
 📄 Applications

1 [1 to 1 out of 1 records] ▼

Certification Name	Start Date	End Date	Manage	Certificate	View
Motor Vehicle Title & Registration Certification	5/6/2020	5/5/2023	MANAGE	📄	VIEW

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Managing your Organization

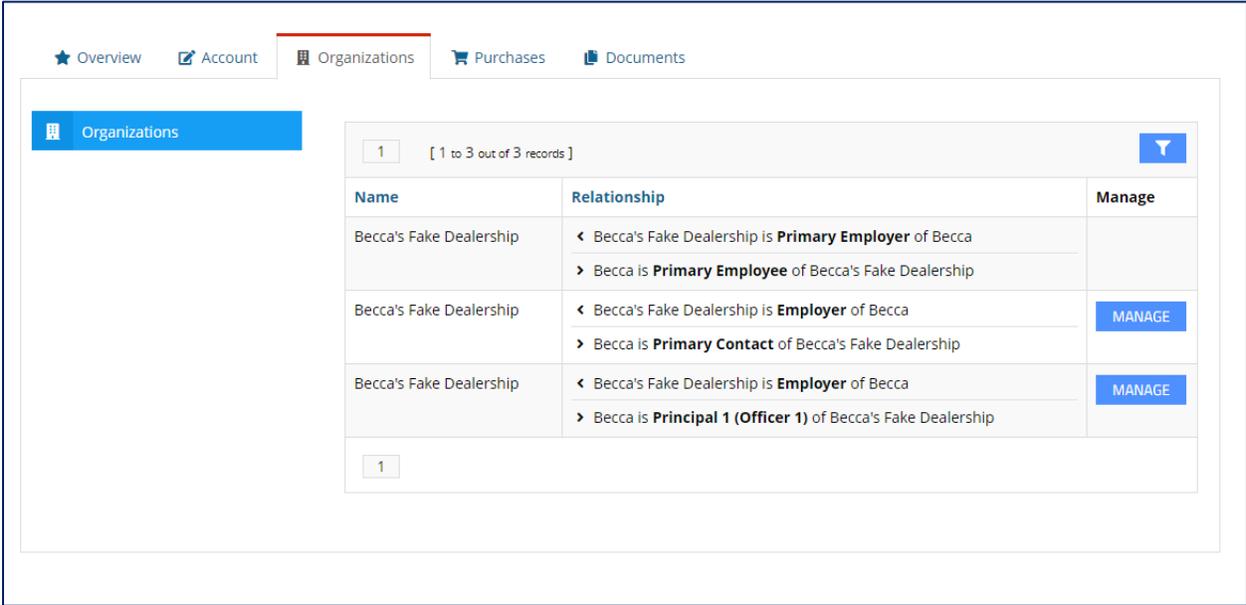
Certain individuals with specific roles at each organization have the security permission to manage their organization's profiles. The following are the roles:

- **Principal 1**
- **Principal 2**
- **Primary Contact**
- **Billing Contact**
- **my.mada.org Administrator**
 - This can be any individual a Principal designates. To set up a my.mada.org Administrator, please email becca@mada.org with who should receive this designation.

To Access your Organization's Profile

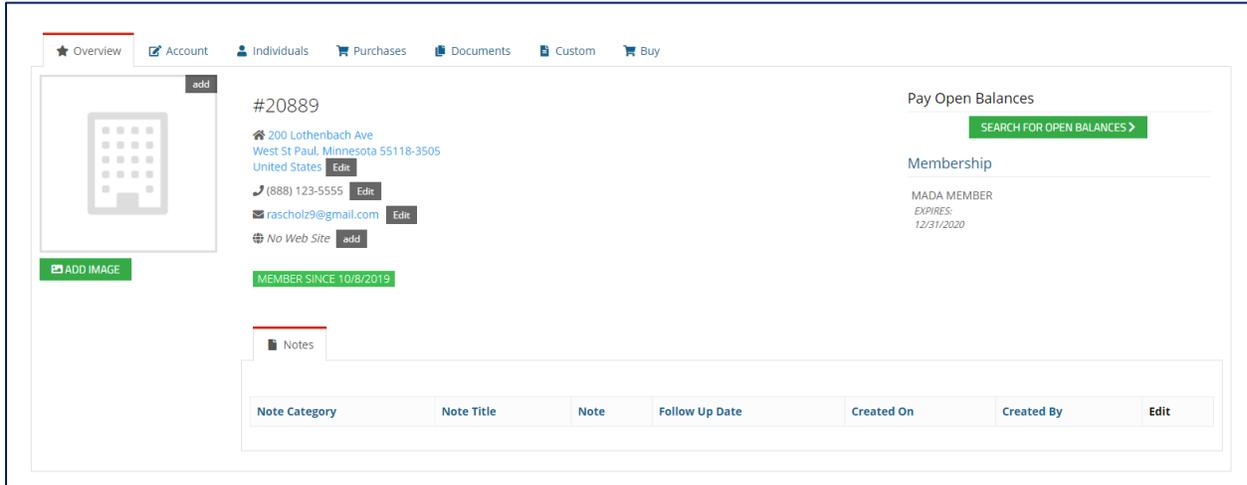
On your profile, navigate to the **Organizations** tab. This is where you will see all of the organizations you have the ability to manage.

Click the blue **Manage** button.



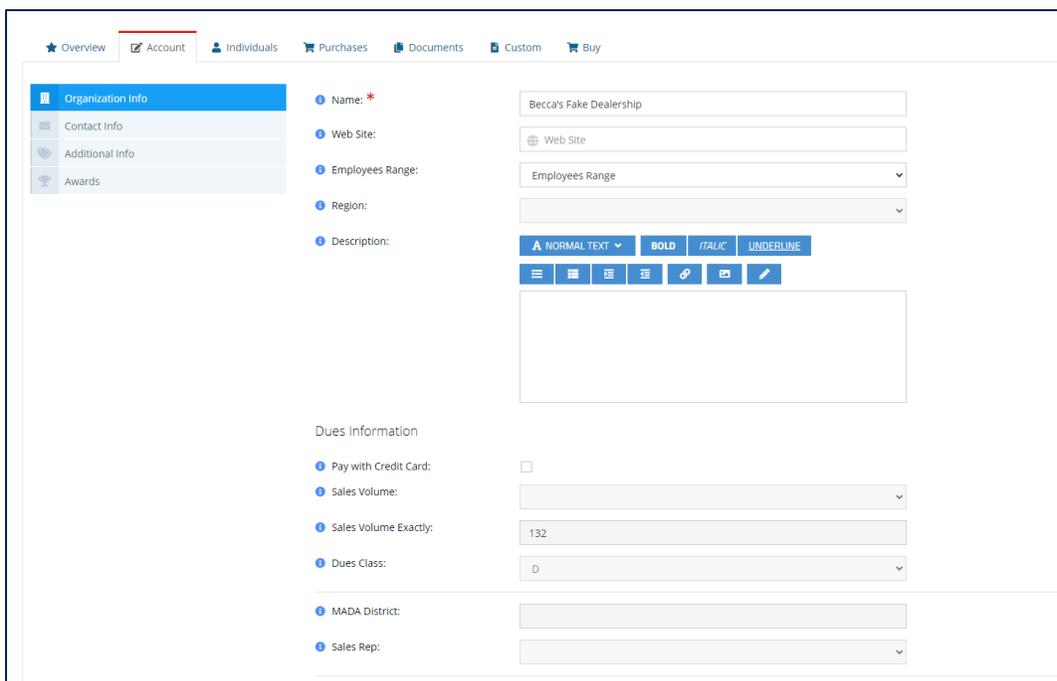
Organization Profile

As you will notice, the Organization Profile Overview looks identical to your individual profile. Here you can see the contact information for the organization, if any payments are due, and what active memberships the organization has.



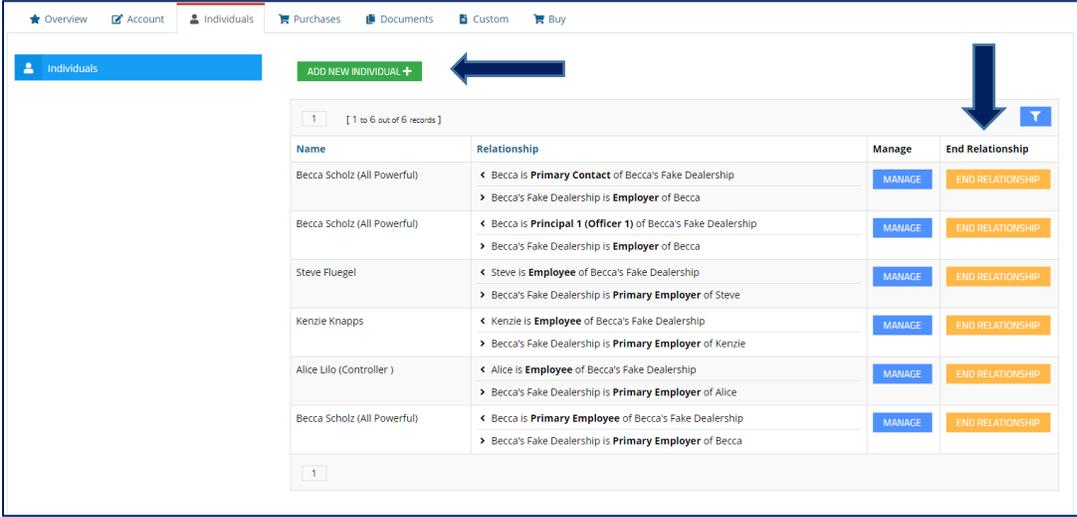
Under the **Account** tab is where you can update the organization's name and contact information.

This is also where you can see the organization's sales volume and dues class as well as your MADA Sales Representative.



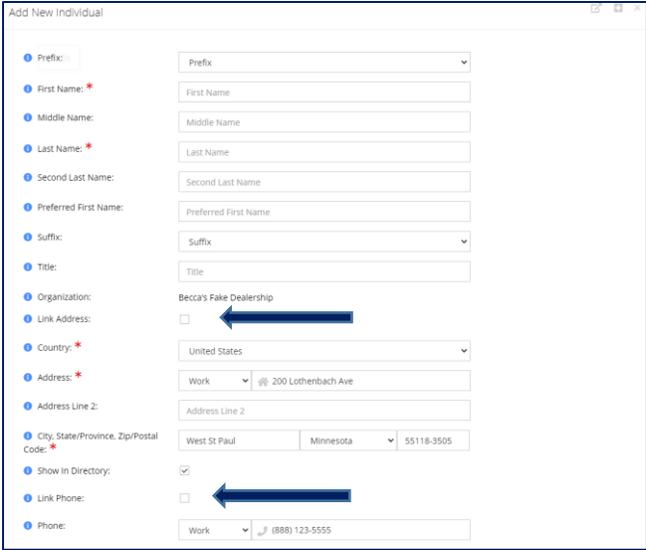
Managing Your Organization's Individuals

The **Individuals** tab is where you can see the list of all individuals associated as working at your organization.



If an individual is no longer with your organization, you can simply click **End Relationship**.

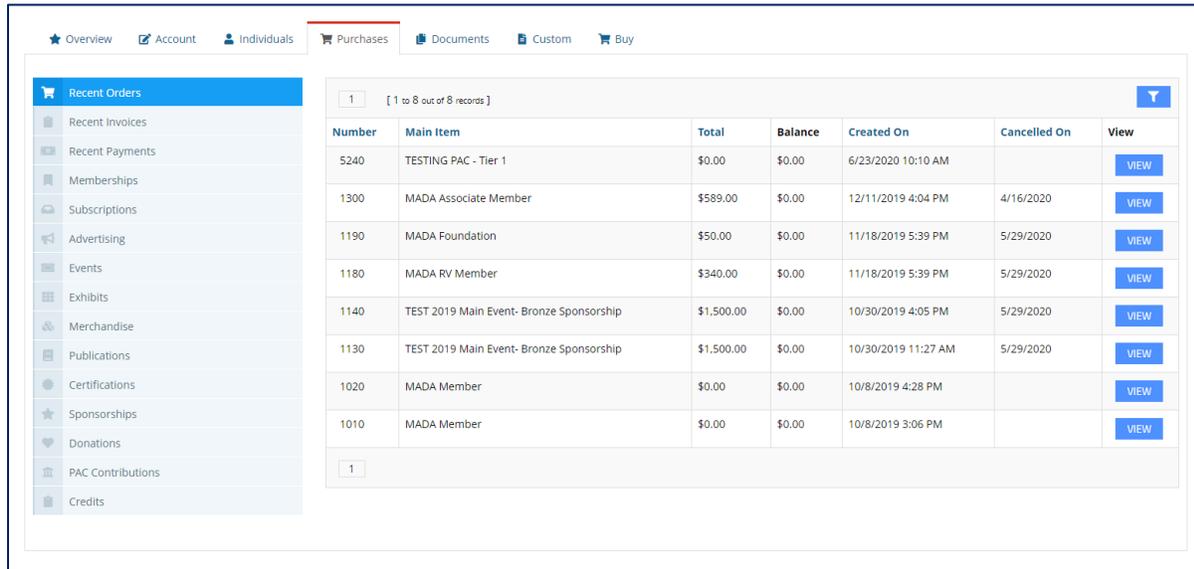
You can also add individuals to your organization by clicking the green **ADD NEW INDIVIDUAL** button on the top. You will then type in their information. If the address and phone number of the organization is where the individual should be contacted, you can click the 'Link Address:' and 'Link Phone:' boxes.



If you need to change an individual's name or relationship to your Organization, email Becca@mada.org.

Organization Purchases

Similar to the individual Purchases tab, the organization Purchases tab is where you can see all purchases that have been made by the organization or by an individual associated with the organization.



Number	Main Item	Total	Balance	Created On	Cancelled On	View
5240	TESTING PAC - Tier 1	\$0.00	\$0.00	6/23/2020 10:10 AM		VIEW
1300	MADA Associate Member	\$589.00	\$0.00	12/11/2019 4:04 PM	4/16/2020	VIEW
1190	MADA Foundation	\$50.00	\$0.00	11/18/2019 5:39 PM	5/29/2020	VIEW
1180	MADA RV Member	\$340.00	\$0.00	11/18/2019 5:39 PM	5/29/2020	VIEW
1140	TEST 2019 Main Event- Bronze Sponsorship	\$1,500.00	\$0.00	10/30/2019 4:05 PM	5/29/2020	VIEW
1130	TEST 2019 Main Event- Bronze Sponsorship	\$1,500.00	\$0.00	10/30/2019 11:27 AM	5/29/2020	VIEW
1020	MADA Member	\$0.00	\$0.00	10/8/2019 4:28 PM		VIEW
1010	MADA Member	\$0.00	\$0.00	10/8/2019 3:06 PM		VIEW

Let us know what you think

Please [give us feedback on this learning guide](#), so we can provide content that's truly useful and helpful. Thanks!