

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

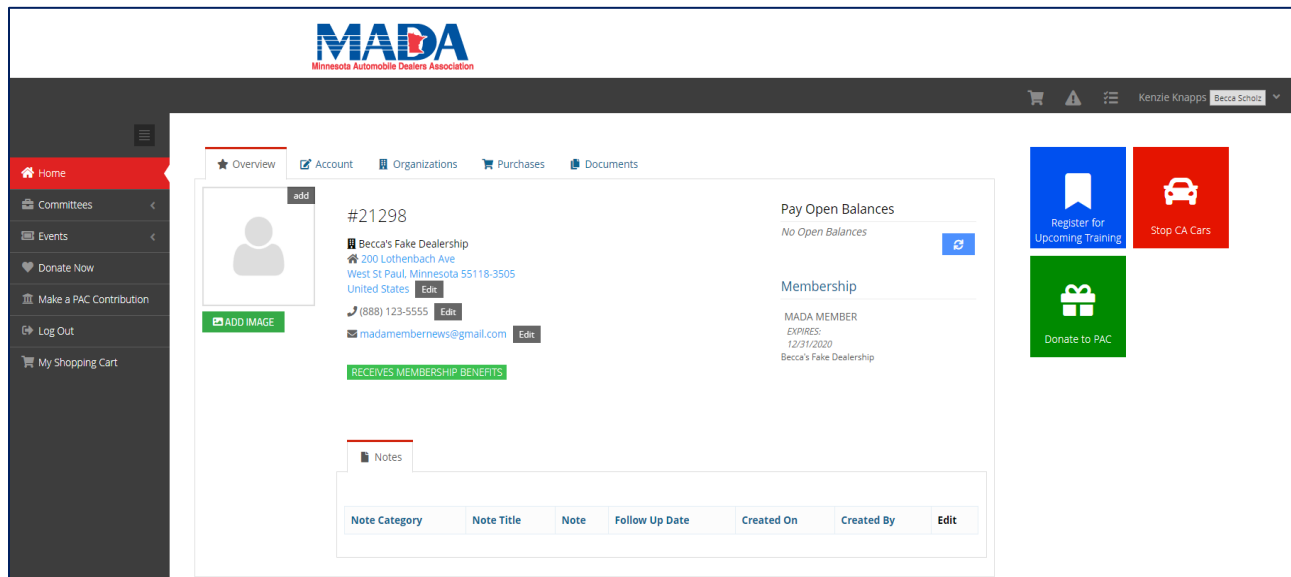
Your my.mada.org profile **Overview** is a snapshot of the information MADA has for you and your membership.

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.



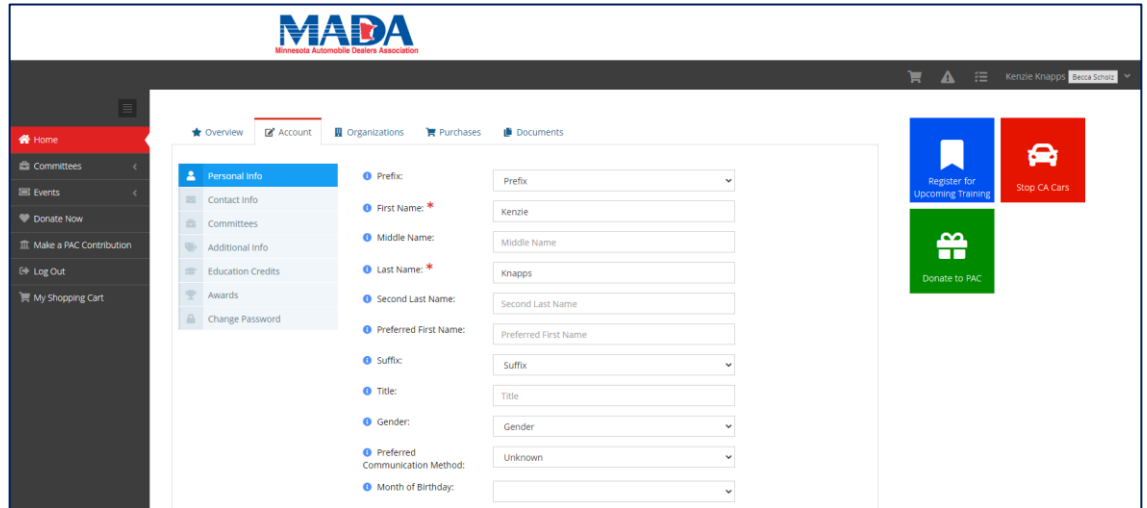
Updating Your Contact Information

There are two ways to update your contact information.

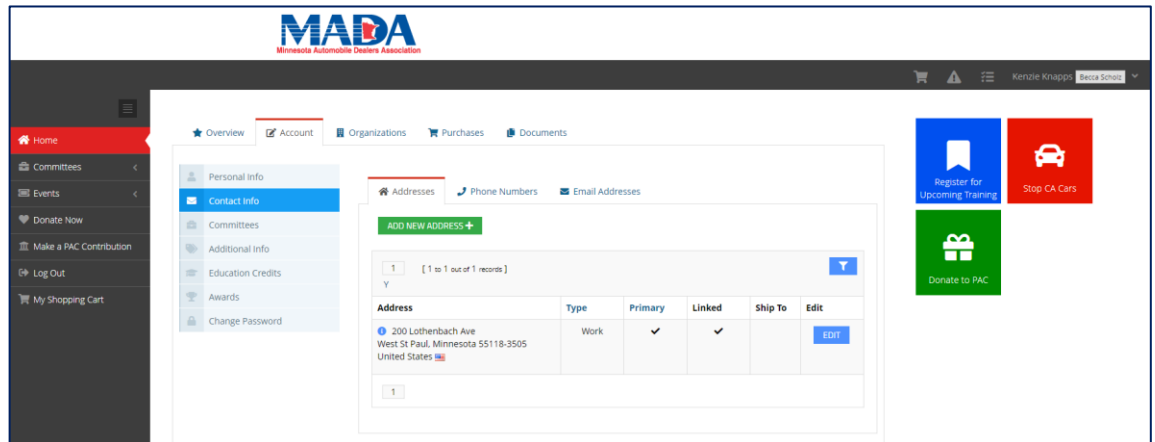
1. On your profile **Overview** use the dark grey **Edit** buttons to update your address, phone number, and email address (see screenshot above)

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** tabs.



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

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

Buttons: SAVE, CANCEL

*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 the "Email Lists" section with the following content:

Email Lists

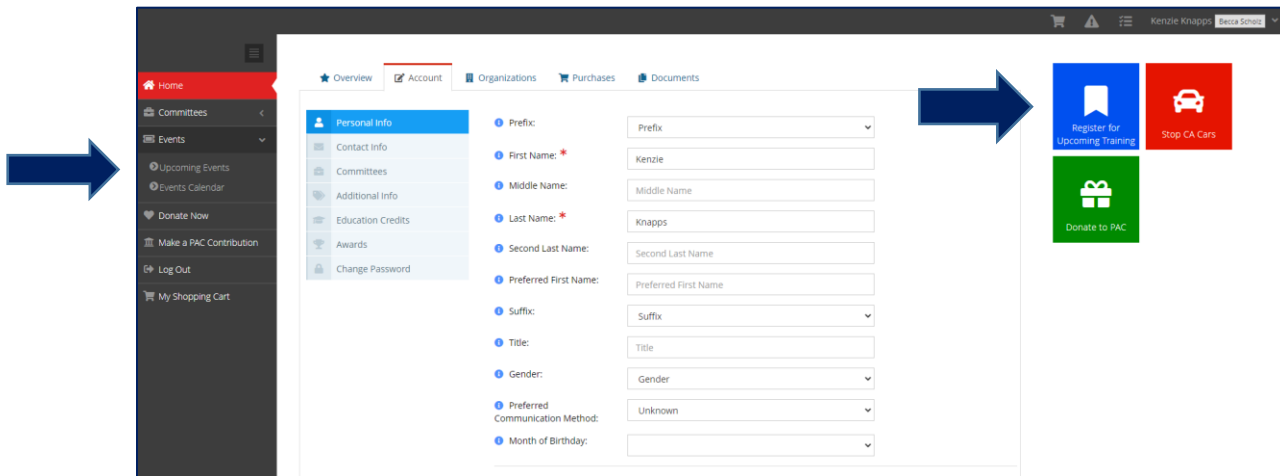
Please select which emails you would like to receive:

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

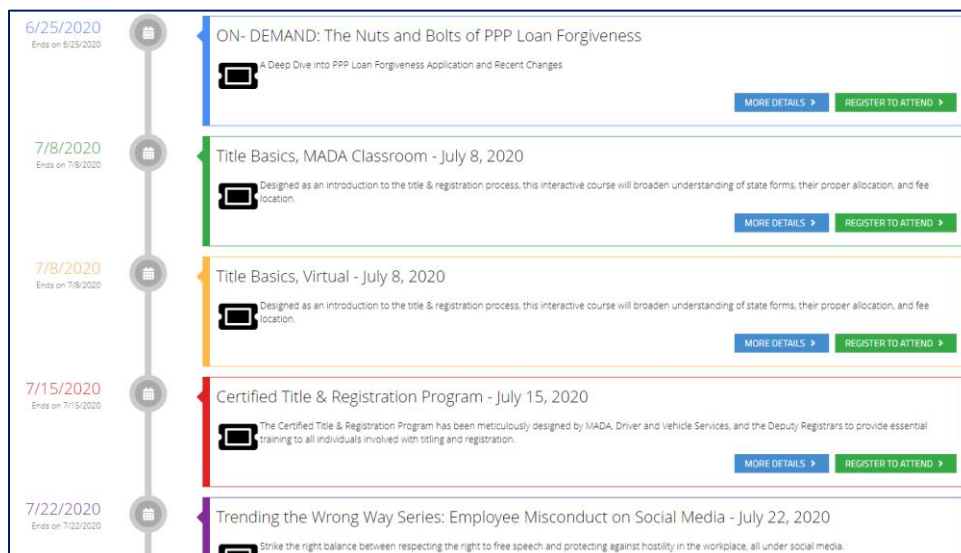
Registering for Trainings and Events

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.



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.

The screenshot shows the 'Purchases' tab in the my.mada.org interface. The top navigation bar includes 'Overview', 'Account', 'Organizations', 'Purchases', and 'Documents'. A sidebar on the left lists various categories: Recent Orders, Recent Invoices, Recent Payments, Memberships, Subscriptions, Advertising, Events, Merchandise, Publications, Courses, Certifications, Exams, Sponsorships, Donations, PAC Contributions, and Credits. The main content area displays a table of recent orders with the following data:

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

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.

The screenshot displays a web application interface with a navigation menu on the left and a main content area. The navigation menu includes items like 'Recent Orders', 'Recent Invoices', 'Recent Payments', 'Memberships', 'Subscriptions', 'Advertising', 'Events', 'Merchandise', 'Publications', 'Courses', 'Certifications' (highlighted), 'Exams', 'Sponsorships', 'Donations', 'PAC Contributions', and 'Credits'. The main content area has tabs for 'Completed Certifications', 'Pending Certifications', 'Inactive Certifications', and 'Applications'. Below these tabs is a table with one record:

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