Updating Your Organizational Roster:

- Log in to https://cadca.org/. For detailed instructions on how to log in, please reference the how-to guide section on logging in to CADCA.org (page 3 of this document).

- Once you’re logged in, you’ll see a horizontal menu bar towards the top of the member section of the website. Click on “Organization Info”.

- On the “Organization Info” page, you’ll see your organization roster. It’s located at the bottom of the page, in a table with a blue header bar. It will look like this:
• To add another individual **who does not already have a CADCA account** to your organizational roster, click the “Add New” button in the upper-right corner of the blue header bar.

• Please enter the individual’s personal, address, and contact information on the next page, then click the blue “Save” button at the bottom of the page.
Note: The system can only accommodate one account per email address, so if an email address is already in use, you will be stopped with the below message:

Email already exists in the system and duplicate email system option is set to deny.

If an account already exists, please call us at 703.706.0560 ext. 261 or email membership@cadca.org letting us know you’re receiving this message, and we can quickly and easily link the account to your organization’s roster for you.
• After adding the individual, you will see them appear in the list of contacts on your roster.

• To remove an individual from your roster, click the blue “Edit Relation” button on the same line in the roster as their name.

• On the next page, confirm that you’ve selected the correct individual (this will be under “Affiliation Information”), then click the red “end relation” button in the lower right-hand corner of the screen to remove them from your organizational roster.

• After removing the individual, you will no longer see them appear in the list of contacts on your roster.