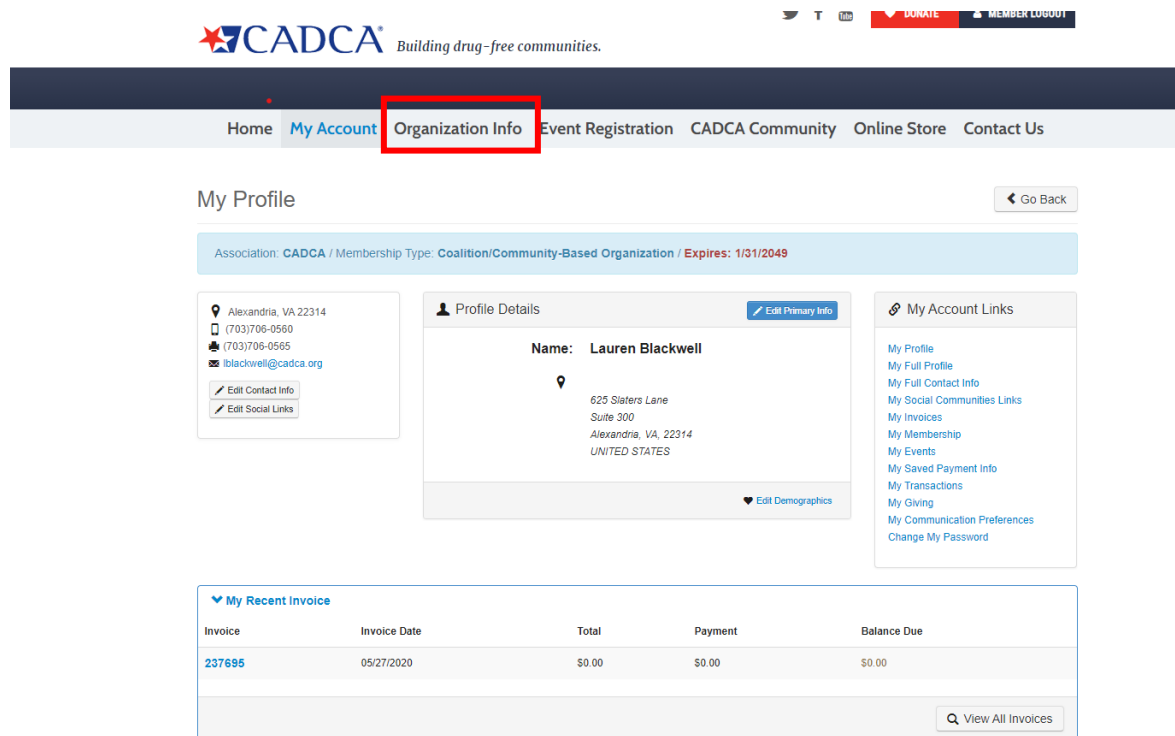


## Updating Your Organizational Roster:

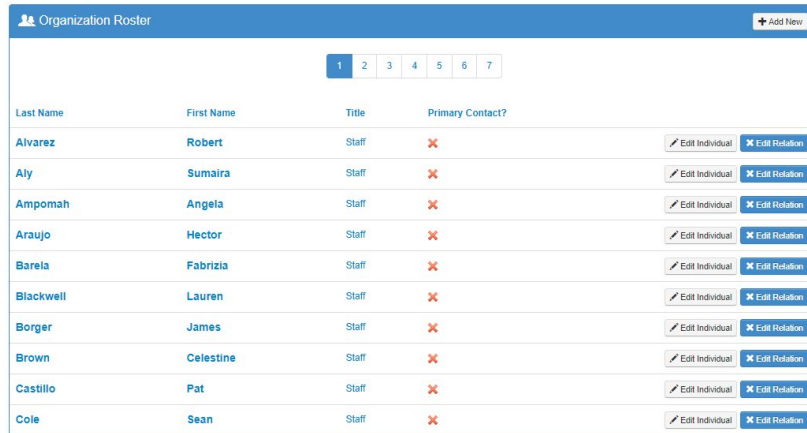
- Log in to <https://cadca.org/>. For detailed instructions on how to log in, please reference the how-to guide section on logging in to CADCA.org (page 3 of this document).
- Once you're logged in, you'll see a horizontal menu bar towards the top of the member section of the website. Click on "Organization Info".



The screenshot shows the CADCA member profile page. At the top, the CADCA logo and tagline "Building drug-free communities." are visible. A navigation bar contains links for Home, My Account, Organization Info (highlighted with a red box), Event Registration, CADCA Community, Online Store, and Contact Us. The main content area is titled "My Profile" and includes a "Go Back" button. Below the title, the user's association and membership details are shown: "Association: CADCA / Membership Type: Coalition/Community-Based Organization / Expires: 1/31/2049". The profile is divided into three sections: "Contact Info" (Alexandria, VA 22314, phone numbers, and email), "Profile Details" (Name: Lauren Blackwell, address: 625 Sifers Lane, Suite 300, Alexandria, VA, 22314, UNITED STATES), and "My Account Links" (My Profile, My Full Profile, My Full Contact Info, My Social Communities Links, My Invoices, My Membership, My Events, My Saved Payment Info, My Transactions, My Giving, My Communication Preferences, Change My Password). At the bottom, there is a "My Recent Invoice" table with one entry.

Invoice	Invoice Date	Total	Payment	Balance Due
237695	05/27/2020	\$0.00	\$0.00	\$0.00

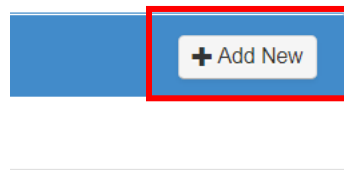
- On the "Organization Info" page, you'll see your organization roster. It's located at the bottom of the page, in a table with a blue header bar. It will look like this:



The screenshot shows the 'Organization Roster' interface. At the top, there is a blue header bar with a user icon, the text 'Organization Roster', and an '+ Add New' button. Below the header is a pagination bar with numbers 1 through 7, where '1' is highlighted. The main content is a table with the following columns: Last Name, First Name, Title, Primary Contact?, Edit Individual, and Edit Relation. The table lists ten staff members, all with the title 'Staff' and a red 'X' in the 'Primary Contact?' column. Each row has 'Edit Individual' and 'Edit Relation' buttons.

Last Name	First Name	Title	Primary Contact?	Edit Individual	Edit Relation
Alvarez	Robert	Staff	X	Edit Individual	Edit Relation
Aly	Sumaira	Staff	X	Edit Individual	Edit Relation
Ampomah	Angela	Staff	X	Edit Individual	Edit Relation
Araujo	Hector	Staff	X	Edit Individual	Edit Relation
Barela	Fabrizia	Staff	X	Edit Individual	Edit Relation
Blackwell	Lauren	Staff	X	Edit Individual	Edit Relation
Borger	James	Staff	X	Edit Individual	Edit Relation
Brown	Celestine	Staff	X	Edit Individual	Edit Relation
Castillo	Pat	Staff	X	Edit Individual	Edit Relation
Cole	Sean	Staff	X	Edit Individual	Edit Relation

- 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.

## Personal Information

Prefix:

First name:   
Required

Middle name:

Last name:   
Required

Organization: **Sunnyvale Jiu Jitsu**

Title:

## Address Information

Attention:

Address 1:   
Required

Address 2:

Address 3:

City:   
Required

State:

Zip code:

Country:

Required

Province:

## Contact Information

Phone:

Phone ext:

Fax:

Fax ext:

Email:   
Required

Comm method:

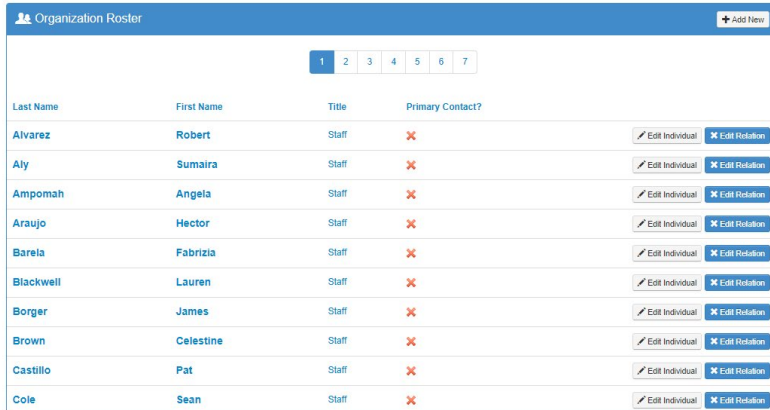
[Cancel](#) [Save](#)

**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.

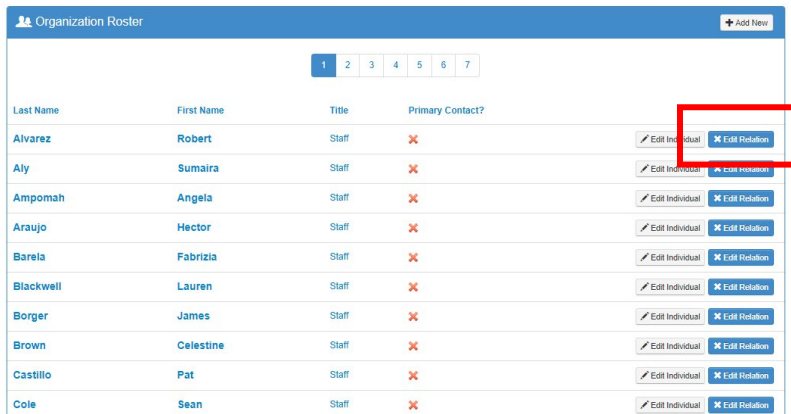
If an account already exists, please call us at 703.706.0560 ext. 261 or email [membership@cadca.org](mailto:membership@cadca.org) letting us know you're receiving this message, and we can quickly and easily link the account to your organization's roster for you.

- After adding the individual, you will see them appear in the list of contacts on your roster.



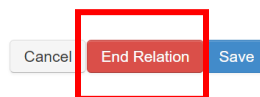
Last Name	First Name	Title	Primary Contact?		
Alvarez	Robert	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Aly	Sumaira	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Ampomah	Angela	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Araujo	Hector	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Barela	Fabrizia	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Blackwell	Lauren	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Borger	James	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Brown	Celestine	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Castillo	Pat	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Cole	Sean	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>

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



Last Name	First Name	Title	Primary Contact?		
Alvarez	Robert	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Aly	Sumaira	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Ampomah	Angela	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Araujo	Hector	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Barela	Fabrizia	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Blackwell	Lauren	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Borger	James	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Brown	Celestine	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Castillo	Pat	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>
Cole	Sean	Staff	✗	<a href="#">Edit Individual</a>	<a href="#">Edit Relation</a>

- 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.