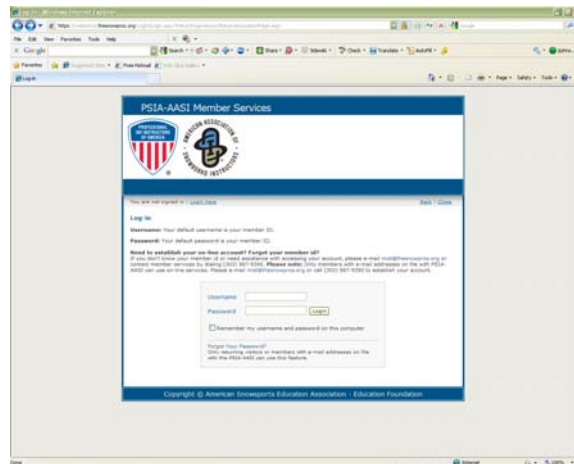


ROSTER MANAGER/DIRECTOR ACCESS USE OF SCHOOL AFFILIATION ROSTERS

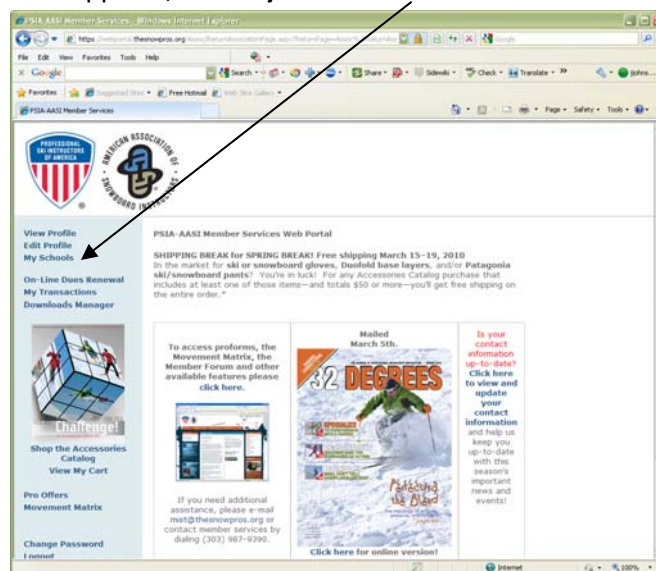
- 1) Go to: www.thesnowpros.org
- 2) Click on **Click here to login to the web portal using your member id**



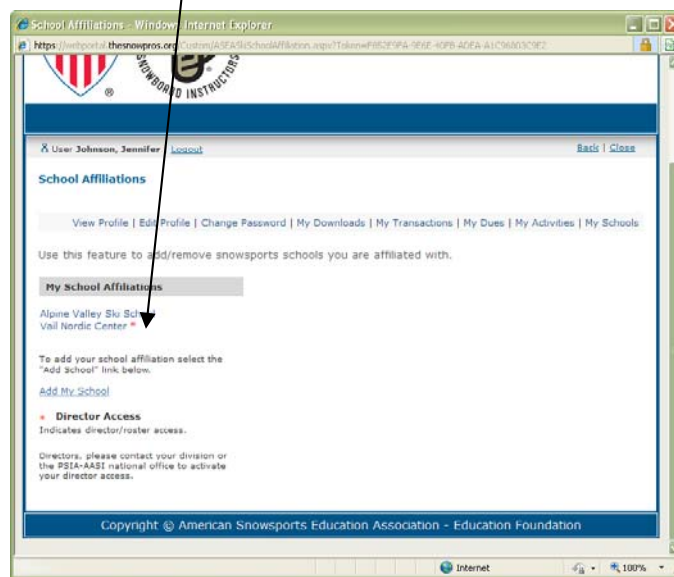
- 3) In the login screen that appears, **login** – you need a contact record in CRM
 - If you have a contact record, login using your member ID as the username and password
 - o You can change your password once logged in
 - If you do not, contact PSIA-AASI staff to create one and have them give you your member ID



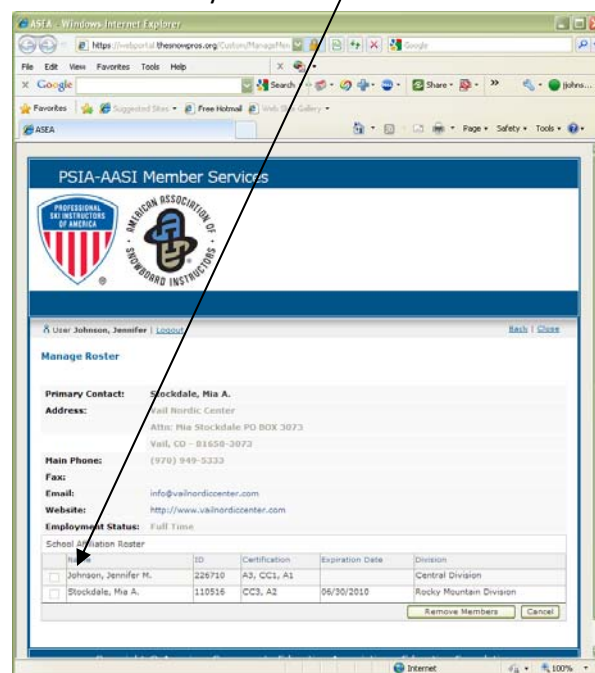
- 4) In the profile screen that appears, click **My Schools**



- 5) In the School Affiliations Screen that appears, you should see that you have Director Access to your school. Click on the **school name**.



- 6) You will now see the information related to your school with options to **Edit/Manage My School**
- Edit My School:** if you click on Edit School, you can only edit YOUR Employment Status (not others')
 - Manage My School:** if you click on Manage School, you can see ALL of the individuals who have affiliated themselves with your school



- From this screen, you can view the data or copy and paste the data
 - From this screen, you can **REMOVE** someone who should NOT be affiliated by clicking on the checkbox and then clicking Remove Members
 - You **CANNOT ADD** members – you will need to ask them to add themselves to your roster
- 7) When finished, you can click **Close** to close this screen