

How To Update Your Company's Staff

*Note: You must have "Management Access" in order to update Staff, see all invoices, and be able to update the Company Profile. If you do not see the "Staff" tab while logged in, and believe you should have Management Access, please contact us at taa@triangleaptassn.org.

1 **Member Compass™**

- Dashboard
- Pay Balance
- Account History
- My Events
- My Orders
- Profile
- Login & Password
- Payment Methods
- Company
- 1** Staff
- LOGOUT

2 + ADD STAFF

NAME ▲	TITLE	PHONE	EMAIL	MEMBER STATUS	ACTION
1 Arissa Clair	Education Coordinator	(919)782-1165x215	aclair@triangleaptassn.org	Non-Member	Edit Profile Give management access Remove from staff
Dan Pauley	Staff Accountant	(919)782-1165x215	dpauley@triangleaptassn.org	Non-Member	Edit Profile Give management access Remove from staff
Jennifer Creech	Membership & Marketing Manager		jcreech@triangleaptassn.org	Non-Member	Edit Profile Give management access Remove from staff
3 Josie Eatmon	Executive Director	1165x8	jeatmon@triangleaptassn.org	Non-Member	Edit Profile
Meg Palumbo	Director of Marketing	1165x6	mpalumbo@triangleaptassn.org	Non-Member	Edit Profile Remove management access Remove from staff
Susan Williams	Director of Marketing	1165x9	swilliams@triangleaptassn.org	Non-Member	Edit Profile Give management access Remove from staff
Suzanne Pratt	Director of Marketing	1165x6	spratt@triangleaptassn.org	Non-Member	Edit Profile Give management access Remove from staff
Vicki Franciosi	Meetings & Events Director	(919)782-1165x7	vfranciosi@triangleaptassn.org	Non-Member	Edit Profile Give management access Remove from staff

< FIRST PREVIOUS 1-10 NEXT LAST >

1 Click the "Staff" tab in your Member Compass

2 Don't see a staff member listed? Click "Add Staff" to add them.

3 Use these three options to edit existing staff.

- 1) "Edit Profile" will allow you to edit their info such as email, title, etc.
- 2) "Give Management Access" gives higher access to existing staff. It will allow them to see all invoices for the company, edit company information, and add/remove/edit staff members. Please give this access carefully.
- 3) "Remove from staff" will allow you to unlink a staff member from your company when they no longer work for you.

If a staff member no longer works at your property, but is still with your company, please contact us so we can link them to the correct "Parent Company"

Questions? Contact Meg Palumbo at mpalumbo@triangleaptassn.org