



How to Select Elite Staff

1. First, log in to your member profile at store.avixa.org with your AVIXA credentials.

The form is split into two columns. The left column is titled 'Login' and contains fields for 'Email:' (with 'tester@avixa.org' entered) and 'Password:' (with '.....' entered). Below these is a yellow 'LOGIN' button and a link for 'Forgot Password?'. The right column is titled 'Create an Account' and lists benefits: 'Conduct transactions and track them', 'Subscribe to email newsletters', and 'Manage your email preferences'. Below this is a yellow 'CREATE AN ACCOUNT' button. A vertical line with 'OR' separates the two options.

2. Then, click the 'Elite Seats' tab on the left-hand side of the page.

The user profile page for 'Grizzly Adams II' features a navigation menu on the left with 'Elite Seats' highlighted. The main area is titled 'My Information' and contains form fields for 'Email' (tester@avixa.org), 'Birthdate', 'Home Phone', 'Business Phone' (555-555-5555), 'Other Phone', and 'Title' (Test Dummy). A 'GO TO AVIXA DASHBOARD' button is in the top right.

3. From the 'Elite Seats' tab, check the box in the 'Is Elite' column for the member you wish to upgrade.

The 'Elite Seats' management page shows a table of members. The 'Is Elite' column for 'Grizzly Adams II' is checked. A search bar and a 'VIEW: ALL' dropdown are at the top of the table.

Full Name	Account Name	Email	CTS Designation	Is Elite	Access To Education Reports
Kevin test out	John Deer Greene AV	rnmvega+1529082619@g...		<input type="checkbox"/>	<input type="checkbox"/>
Kevin Denham	John Deer Greene AV	rnmvega+1316090919@g...		<input type="checkbox"/>	<input type="checkbox"/>
Kevin Denham	John Deer Greene AV	rnmvega+1102112119@g...		<input type="checkbox"/>	<input type="checkbox"/>
Grizzly Adams II	John Deer Greene AV	mwh165+09@gmail.com		<input checked="" type="checkbox"/>	<input type="checkbox"/>



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4. Additionally, you can select someone to view the Education Reports in their Education Portal by selecting that checkbox under the “Access to Education Reports” Column.

The screenshot shows the 'Elite Seats' page in the AVIXA system. The member type is 'Silver' and there are 2 of 15 Elite Members Assigned. A table lists the members with columns for Full Name, Account Name, Email, CTS Designation, Is Elite, and Access To Education Reports. The 'Access To Education Reports' column has a red box around the checkbox for Grizzly Adams II.

Full Name	Account Name	Email	CTS Designation	Is Elite	Access To Education Reports
Kevin test out	John Deer Greene AV	rnmvega+1529082619@g...		<input type="checkbox"/>	<input type="checkbox"/>
Kevin Denham	John Deer Greene AV	rnmvega+1316090919@g...		<input type="checkbox"/>	<input type="checkbox"/>
Kevin Denham	John Deer Greene AV	rnmvega+1102112119@g...		<input type="checkbox"/>	<input type="checkbox"/>
Grizzly Adams II	John Deer Greene AV	mwh165+09@gmail.com		<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. After you select Elite members, you'll see the Status updates. For this example, you will see the number change from 1 of 15 Elite Members Assigned, to 3 of 15 Elite Members Assigned. This confirms the Elite designation went through the system.

The screenshot shows the 'Elite Seats' page in the AVIXA system. The member type is 'Silver' and there are 3 of 15 Elite Members Assigned. The table is the same as in the previous screenshot, but now the 'Is Elite' checkbox for Grizzly Adams II is checked, and the 'Access To Education Reports' checkbox is also checked.

Full Name	Account Name	Email	CTS Designation	Is Elite	Access To Education Reports
Kevin test out	John Deer Greene AV	rnmvega+1529082619@g...		<input type="checkbox"/>	<input type="checkbox"/>
Kevin Denham	John Deer Greene AV	rnmvega+1316090919@g...		<input type="checkbox"/>	<input type="checkbox"/>
Kevin Denham	John Deer Greene AV	rnmvega+1102112119@g...		<input type="checkbox"/>	<input type="checkbox"/>
Grizzly Adams II	John Deer Greene AV	mwh165+09@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Anyone who is selected as “Is Elite” will have Elite status & benefits. Elite members can be designated when you renew your annual membership.*

**You can elect users other than the Primary Contact to be able to see and manage this portal by contacting your Customer Service Representative.*