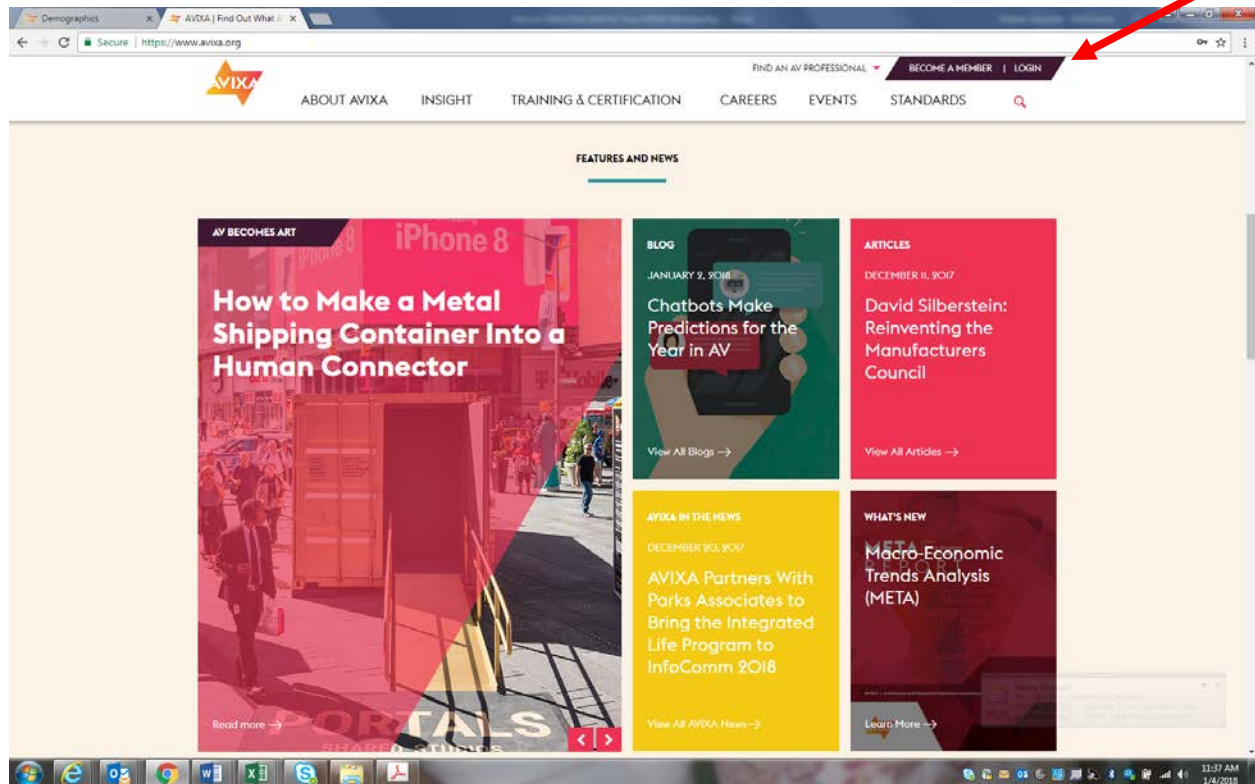


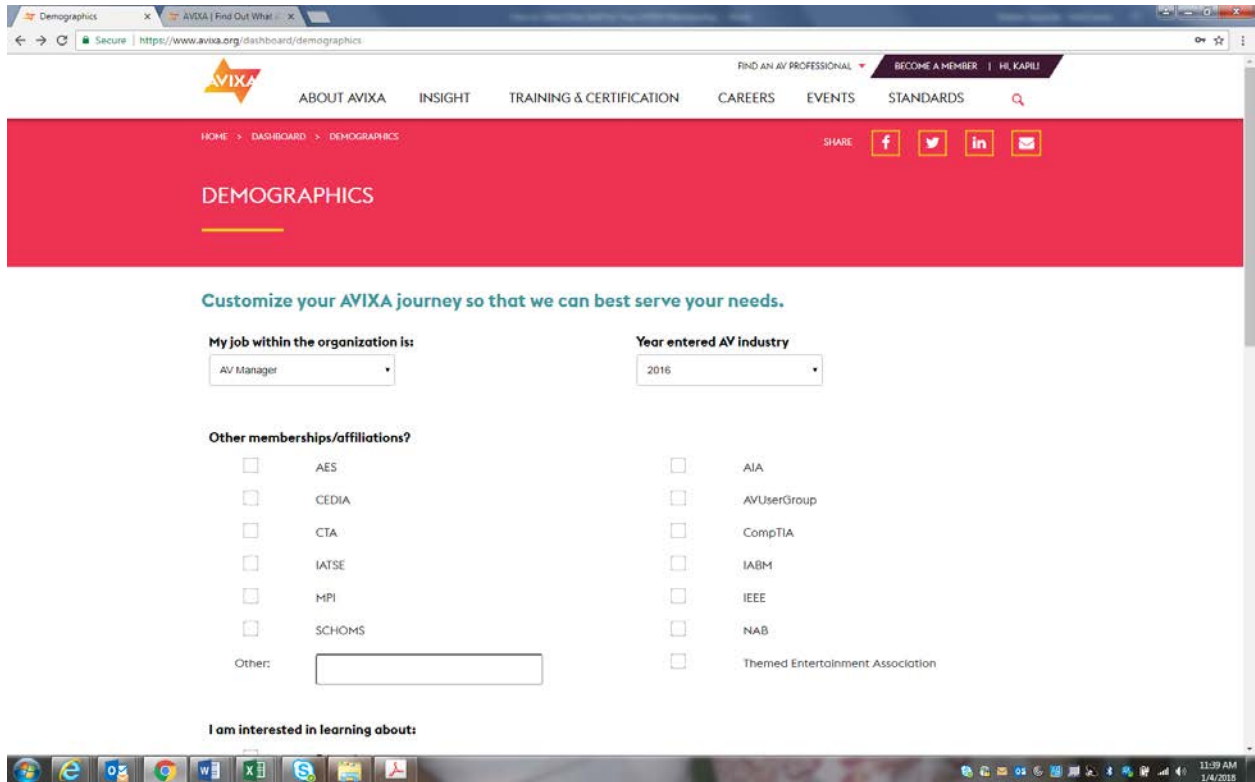
How to Select Elite Staff for Your AVIXA Membership

****Please Note:** Selection of Elite members for your company may only be made by the **Primary Contact** for the membership.

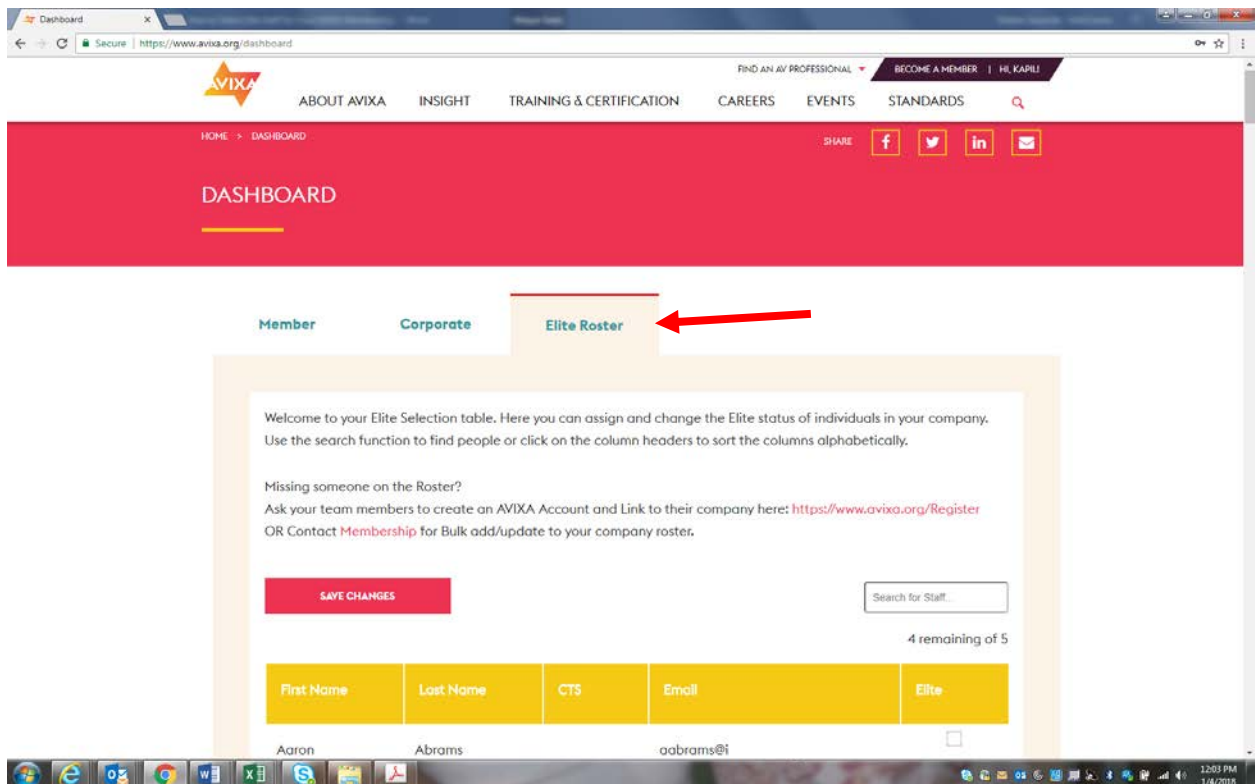
Login at www.avixa.org



If you have not already done so, please update your Demographics, then click Continue.



On your Dashboard, click on Elite Roster.



Your staff roster will appear. Above the Elite column, you will see the remaining number of staff you have to designate as Elite.

Dashboard

Secure | <https://www.avixa.org/dashboard>

AVIXA

ABOUT AVIXA | INSIGHT | TRAINING & CERTIFICATION | CAREERS | EVENTS | STANDARDS

FIND AN AV PROFESSIONAL | BECOME A MEMBER | HI, KAPIL

Member Corporate **Elite Roster**

Welcome to your Elite Selection table. Here you can assign and change the Elite status of individuals in your company. Use the search function to find people or click on the column headers to sort the columns alphabetically.

Missing someone on the Roster?
Ask your team members to create an AVIXA Account and Link to their company here: <https://www.avixa.org/Register>
OR Contact [Membership](#) for Bulk add/update to your company roster.

SAVE CHANGES

Search for Staff

4 remaining of 5

First Name	Last Name	CTS	Email	Elite
Aaron	Abrams		aabrums@	<input type="checkbox"/>
Ada	Arnt		ada.arnt	<input type="checkbox"/>
Adrienne	Knick		aknick@ir	<input type="checkbox"/>
				<input type="checkbox"/>

12:04 PM 1/4/2016

Click in the Elite box to the right of the people you wish to designate as Elite. Note: All other staff members will be at the Premium level. Once you have selected your allotted number of Elite staff, click on Save Changes. The number of remaining will update.

Dashboard

Secure | <https://www.avixa.org/dashboard>

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SAVE CHANGES

Search for Staff...

2 remaining of 5

First Name	Last Name	CTS	Email	Elite
Aaron	Abrams		aabrams@	<input checked="" type="checkbox"/>
Ada	Arnt		ada.arnt@	<input type="checkbox"/>
Adrienne	Knick		aknick@	<input checked="" type="checkbox"/>

Taskbar: 12:05 PM 1/4/2018

Please note: The Elite members you select will remain as such for your entire membership year and may only be changed if the person:

1. Is terminated from the company
2. Has resigned from the company
3. Has Retired from the industry
4. Is Deceased

For Premium and Elite benefits breakdown, please go to <https://www.avixa.org/about-avixa/membership/benefits/individual-benefits>.