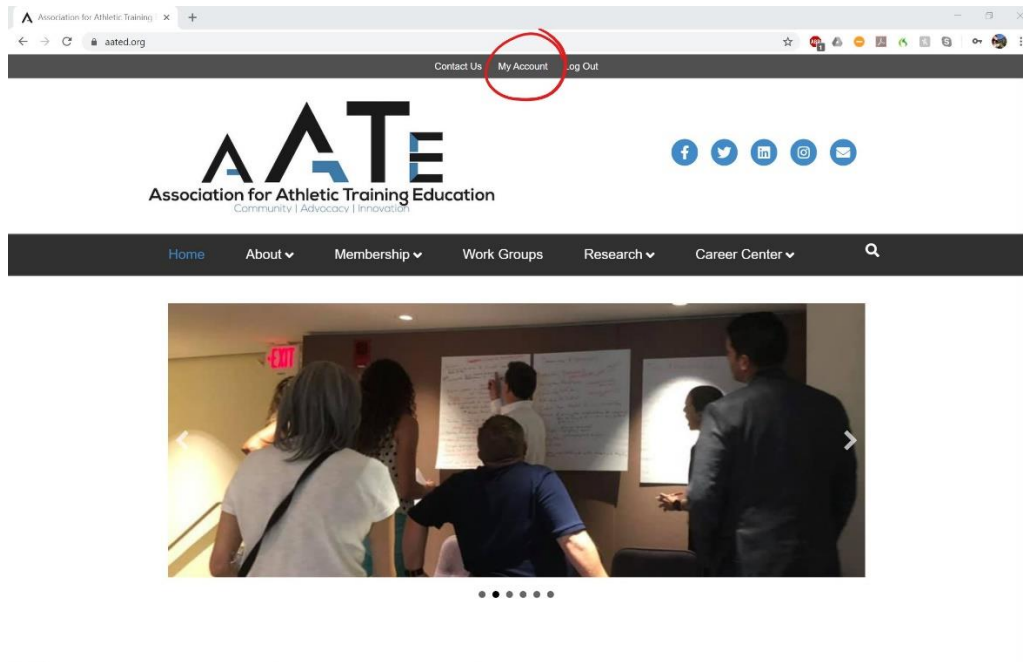


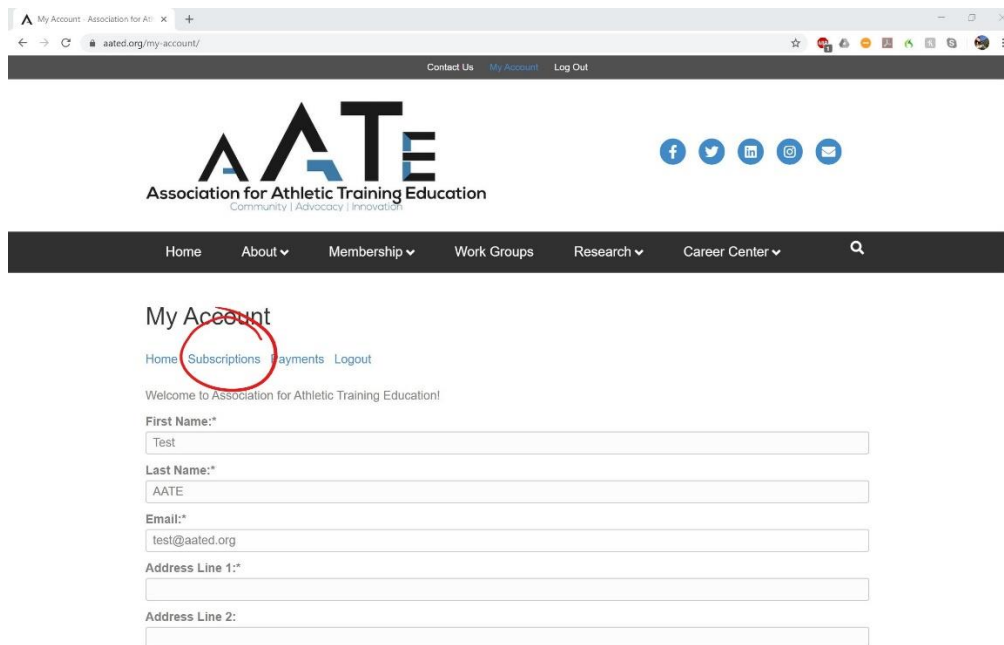
Instructions for Adding Institutional Users

Please follow the attached instructions for adding affiliated institutional users

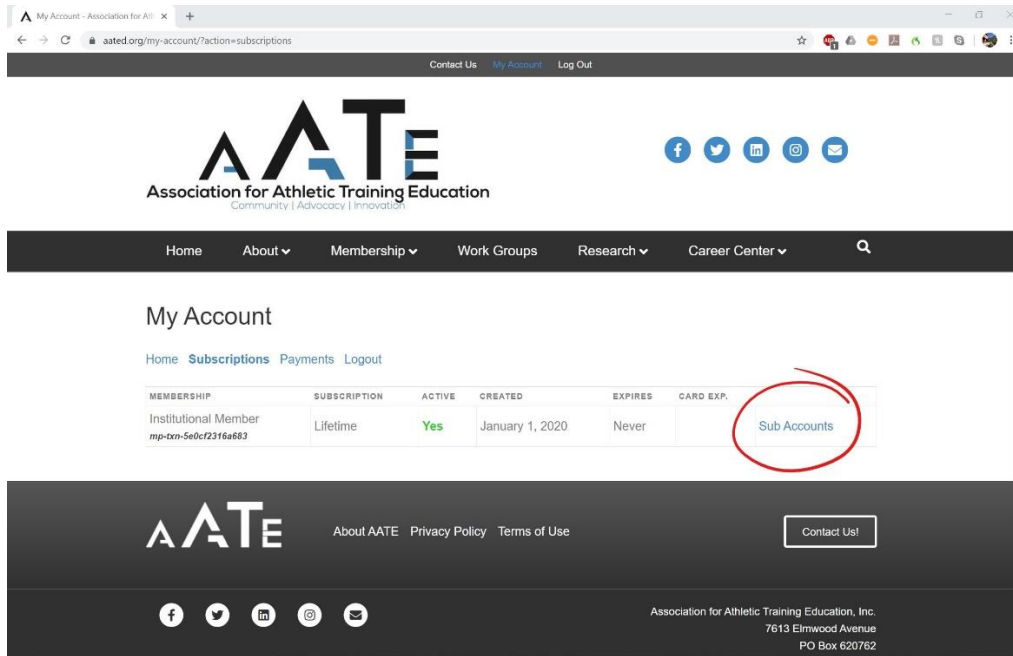
1. First please log into your account. Then you will find a 'My Account' link at the top of your page. Click that.



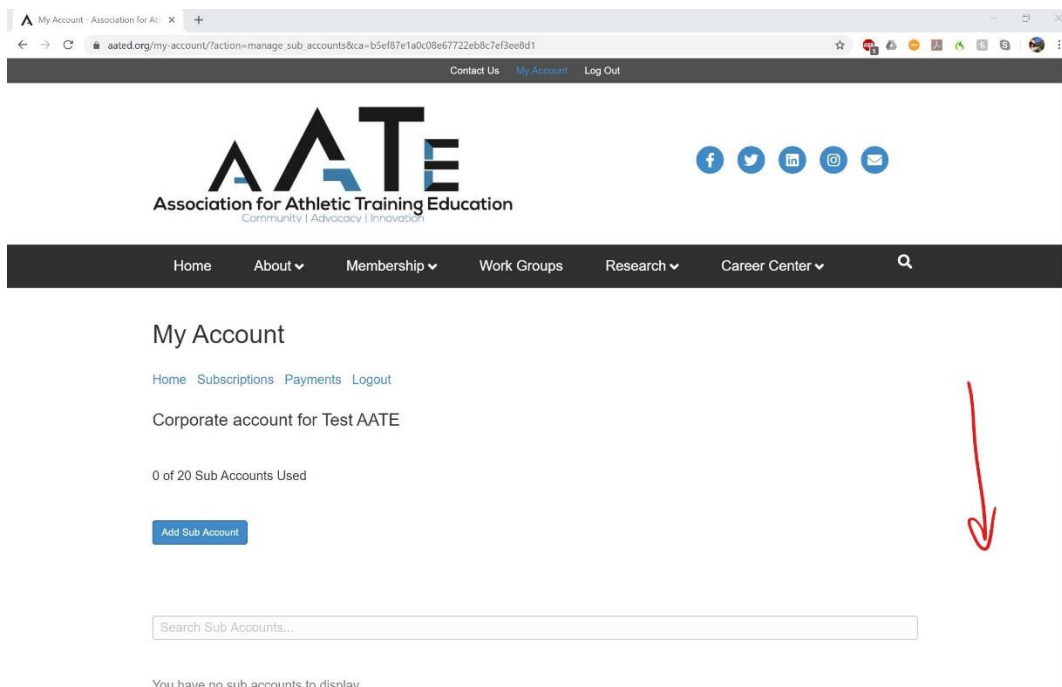
2. Next you will find a page that looks like this. Click on 'Subscriptions'



3. Next your page will look like this. Click on 'Sub-Accounts'



4. Here all your current subaccounts will be listed. If you have not added anyone yet, then it will look like this example. To add a new user please scroll to the bottom of the page. IMPORTANT – do not use the 'Add Sub Account' button.



5. Rather use your personal link at the bottom of the page to send to the users within your institution you would like to have access. This will enable them to register for their own account (under you) and fill out all the appropriate questions and be listed in the directory accordingly. (Note: Your link will be personal to your account and different than what is listed below)

The screenshot shows a web browser window displaying the 'My Account' page for the Association for Athletic Training Education (AATE). The browser's address bar shows the URL: https://aated.org/my-account/?action=manage_sub_accounts&ca=b5ef87e1a0c08e67722eb8c7ef3ee8d1. The page header includes the AATE logo, navigation links (Home, About, Membership, Work Groups, Research, Career Center), and social media icons. A search bar for 'Sub Accounts' is present, with the message 'You have no sub accounts to display.' and a link to 'Export Sub Accounts'. A red oval highlights the 'Signup URL' section, which includes the text 'People signing up with this link will be automatically added to your account' and a text input field containing the URL: <https://aated.org/register/institutional-member/?ca=b5ef87e1a0c08e67722eb8c7ef3ee8d1>. The footer contains the AATE logo, links for 'About AATE', 'Privacy Policy', and 'Terms of Use', a 'Contact Us!' button, social media icons, and the organization's address: Association for Athletic Training Education, Inc., 7613 Elmwood Avenue, PO Box 620762, Middleton, WI 53562.