

How to create an ATA School or Training Organisation Membership account

before you can create an ATA school or training organisation account, you must first Become an ATA subscriber

Follow the instructions below to create your school or training organisation account OR <u>contact us</u> and we will create the account on your behalf

Need to talk to an ATA representative? Call 0400 469 293



Membership - Events Professional Development Resource Centre

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Training Organisation
Connect to Your Organisation
New Member Orientation

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- Select **Member Login**
- Enter username and password
- Select Membership
- Choose Schools or Training Organisations
- **Select** the appropriate **membership** plan
- To Create New Business enter your school or training organisation details
- Save

 Select Enter additional business details

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Talk soon!

- Select YES if you are the person responsible for managing the account
- Check Terms and Conditions
- Save

- When your membership is approved, you will be sent an invoice
- Please check your inbox
- Review Invoice
- Select payment option
- *to pay via Credit Card use the link provided
- *to pay via Direct Bank Deposit use the details shown. Use the invoice number as your payment reference
- Congratulations! Your school or training organisation is now an ATA member

 We will be in touch shortly to arrange a 30 minute phone orientation

https://www.australianteacheraide.com.au/