

# 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 [contact us](#) and we will create the account on your behalf

Need to talk to an ATA representative? Call 07 52111556

<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>
<ul style="list-style-type: none"> <li>● Select <b>Member Login</b></li> <li>● Enter <b>username and password</b></li> </ul>	<ul style="list-style-type: none"> <li>● Select <b>Membership</b></li> <li>● Choose <b>Schools or Training Organisations</b></li> </ul>	<ul style="list-style-type: none"> <li>● Select the appropriate <b>membership plan</b></li> </ul>	<ul style="list-style-type: none"> <li>● To <b>Create New Business</b> enter your school or training organisation details</li> <li>● <b>Save</b></li> </ul>	<ul style="list-style-type: none"> <li>● Select <b>Enter additional business details</b></li> </ul>
<p>6</p>	<p>7</p>	<p>8</p>		
<ul style="list-style-type: none"> <li>● Select <b>YES</b> if you are the person responsible for managing the account</li> <li>● Check <b>Terms and Conditions</b></li> <li>● <b>Save</b></li> </ul>	<ul style="list-style-type: none"> <li>● When your membership is approved, you will be sent an invoice</li> <li>● Please <b>check your inbox</b></li> </ul>	<ul style="list-style-type: none"> <li>● Review Invoice</li> <li>● Select payment option</li> </ul> <p><i>*to pay via Credit Card use the link provided</i></p> <p><i>*to pay via Direct Bank Deposit use the details shown. Use the invoice number as your payment reference</i></p>	<ul style="list-style-type: none"> <li>● <b>Congratulations!</b> Your school or training organisation is now an ATA member</li> </ul>	<ul style="list-style-type: none"> <li>● We will be in touch shortly to arrange a 40 minute phone orientation</li> </ul>