Group Members as Family in ATAEzSignUp (Licensees)
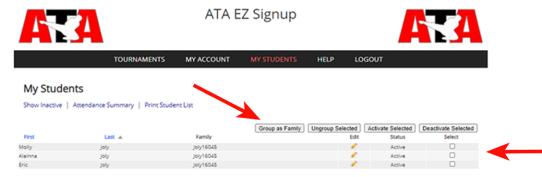
1. Navigate to www.ATAEzSignUp.com.

2. Log in with authorized username and password.
   a. If you have never logged in to ATAEzSignUp.com or if you do not know your username, please email ATAEZReg@ataonline.com with your ATA Number, First and Last Name, and your license numbers.
      Note: Only the licensee will be given location login information, staff and instructors are not eligible.
3. Click on "My Students" at the top of the screen. The My Students screen should display.

4. To help with searching for members, sort members by Last Name.
5. Click the "Select" box to the right of each member of a single family.
6. Click "Group as Family." You will receive a message stating "You are about to group the selected students as a family for discount purposes. The selected students can belong to 1 family in the system at most. Continue?"
   a. If you are unsure of a member's family status, click Cancel.
7. The screen will refresh and assign the grouped family members a Family name. This will display in the Family

8. If you need to edit a family (i.e. add another member or remove one or more members), you should select all of the already grouped members and click "Ungroup Selected." You will receive a message stating "You are about to remove the selected students from their associated families. Continue?". Then, you can select members to group as a family.