

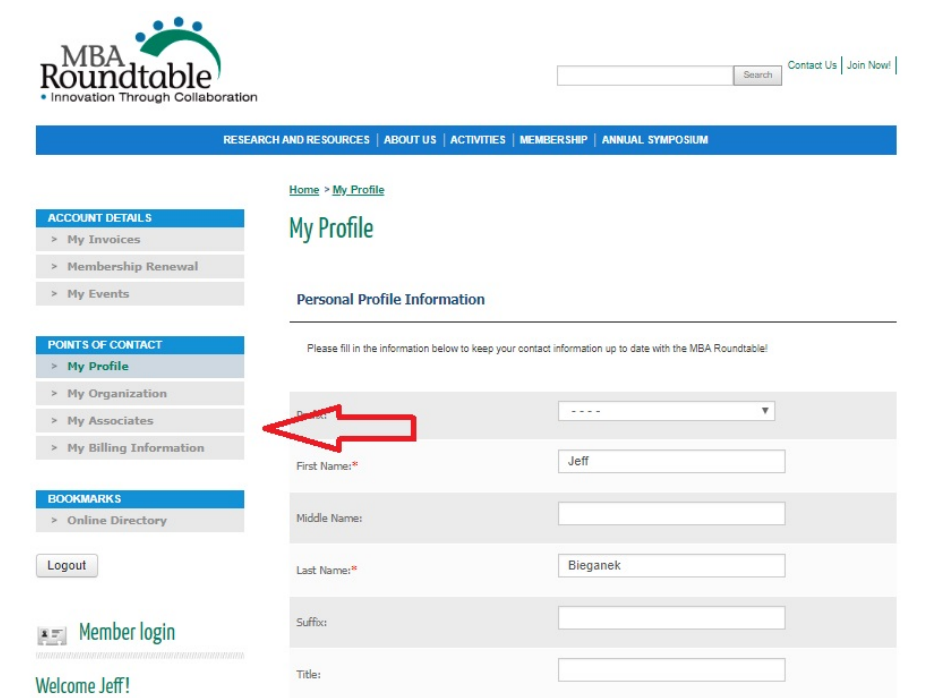
# MBA Roundtable

## How to add affiliates to member record:

1). Login at [www.mbaroundtable.org](http://www.mbaroundtable.org)



2). Click on "My Associates" tab on left side of page



3). Review existing affiliate contacts:

The screenshot shows the MBA Roundtable website interface. At the top left is the logo with the tagline "Innovation Through Collaboration". A search bar and "Contact Us | Join Now!" links are at the top right. A blue navigation bar contains "ABOUT US | ACTIVITIES | MEMBERSHIP | ANNUAL SYMPOSIUM". The left sidebar has three sections: "ACCOUNT DETAILS" (My Invoices, Membership Renewal, My Events), "POINTS OF CONTACT" (My Profile, My Organization, My Associates, My Billing Information), and "BOOKMARKS" (Online Directory). A "Logout" button is at the bottom left. The main content area is titled "My Associates" and includes a breadcrumb "Home > My Associates". Below the title is the "Membership Associate Information" section, which explains that member organizations can have several affiliate contacts. It features two buttons: "Add a New Contact:" and "Add an Affiliate". Below these is a "Review/Modify a Contact:" section with a dropdown menu labeled "Please select a contact". A red arrow points to this dropdown menu. At the bottom of the main content area, it displays: "20 Affiliate(s) are included with membership", "0 Rep(s) are included with membership", "This account has purchased 0 additional Affiliate contact(s)", and "This account has purchased 0 additional Rep contact(s)".

4). Add additional affiliate contacts:

This screenshot is identical to the one above, showing the "My Associates" page. The red arrow in this image points to the "Add an Affiliate" button in the "Add a New Contact:" section, which is positioned to the right of the "Add a New Contact:" label and above the "Review/Modify a Contact:" dropdown menu.