



**American
Public Gardens
Association**

APGA Roster Management

Adding new staff members to your roster as a Company Administrator:

- Login to your account at <https://portal.publicgardens.org/APGA/WP/WPLogin.aspx>.
 - o *Login using your personal credentials (Your username should be your full email address. You can use the Forgot Password link to reset your password. Please contact info@publicgardens.org if you have trouble logging in or are locked out of your account.)*
- Once you are logged into your account, you should be on your dashboard page. Scroll down and click "My Profile."
- You should see your organization's name under your name at the top left corner of the screen; click on your organization's name.
- Under the blue box, click on the Roster tab.
- Scroll past the Main Contacts section to view the Membership Roster.
- Click on "Add new" and fill out the form to add new staff members.
 - o *New accounts can take up to 24 hours to be recognized in our database as members. New accounts may not immediately receive member rate pricing for events or have access to member-exclusive content on our website. If you need help with a newly created account, please contact info@publicgardens.org.*
- If you would like to assign someone else the "Company Administrator" role to help with roster maintenance, click on their title. In the pop-up window, click on "Add new" and then "Save and Close."

For staff removals, name changes, or title updates, please send a list of names and any updates to info@publicgardens.org.

Thank you for helping us maintain your APGA membership roster!