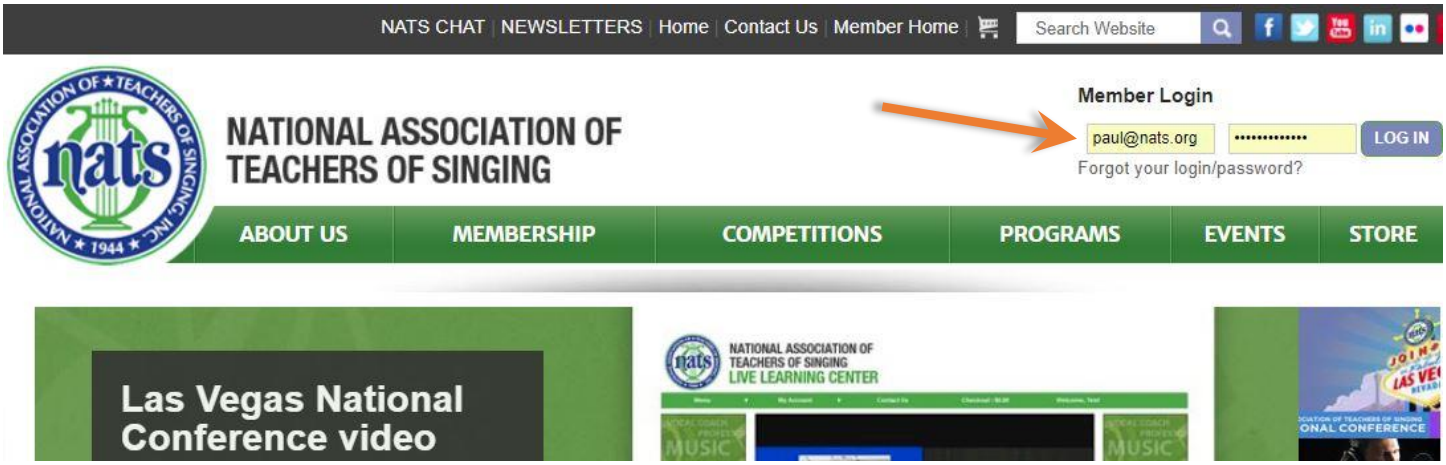
NATS.org User Guide

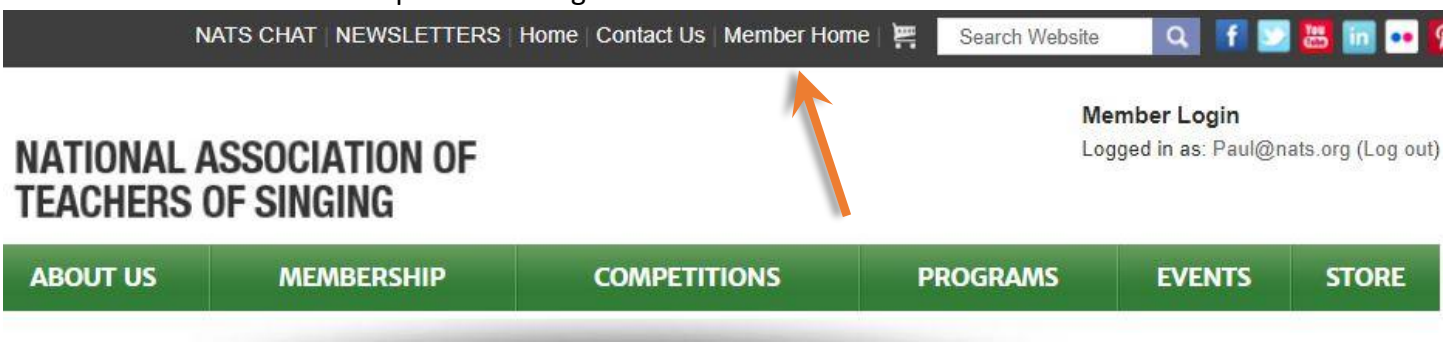
Address Cards for Online Directories

Active NATS Members may list their profiles on the NATS.org website. The following instructions will guide you as to how to list your profiles online and make updates to that information.

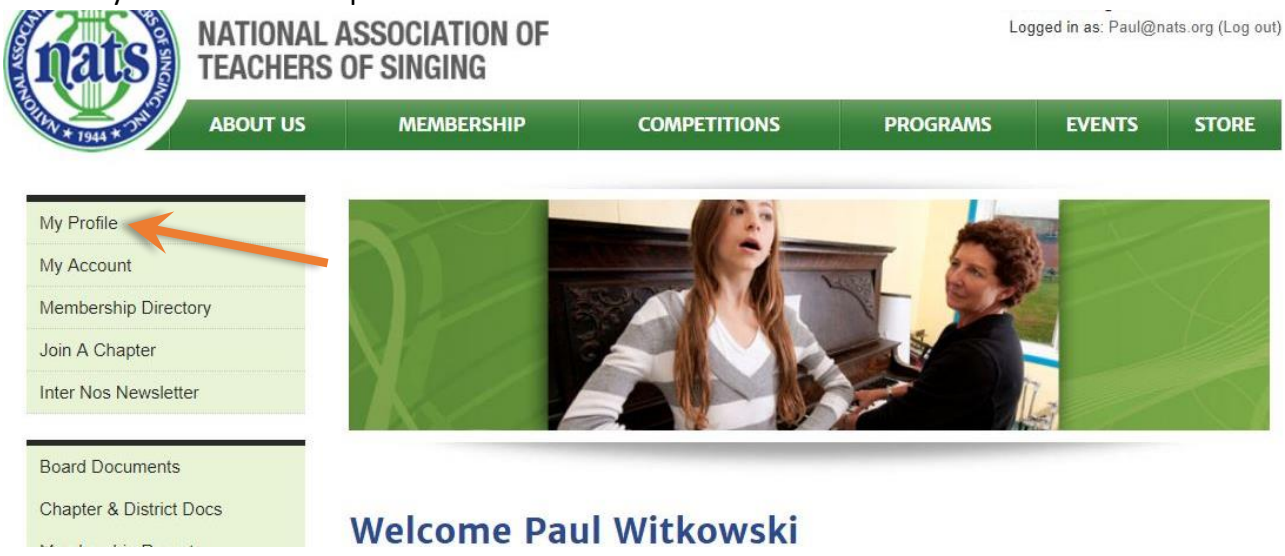
Visit NATS.org and log in using your NATS login and password.



Click Member Home Link at top of Home Page.

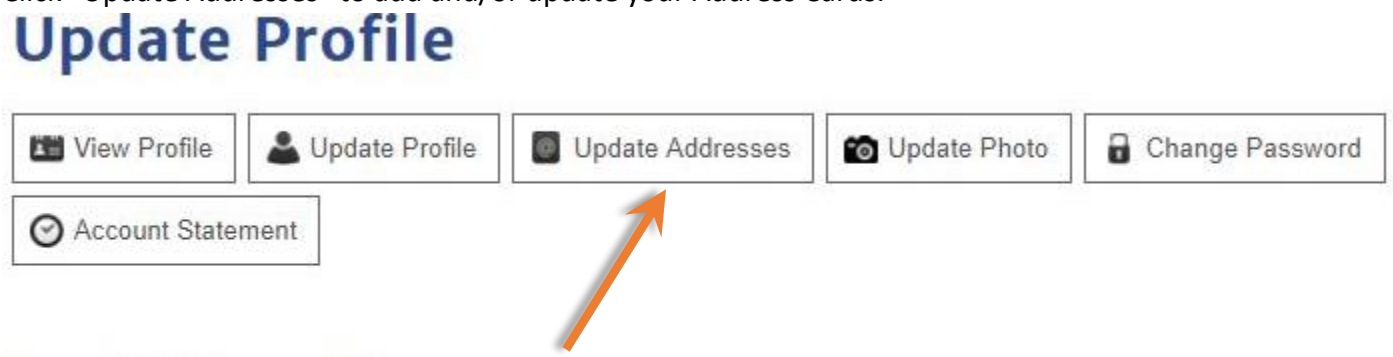


Click “My Profile” at the top of the menu on the left.

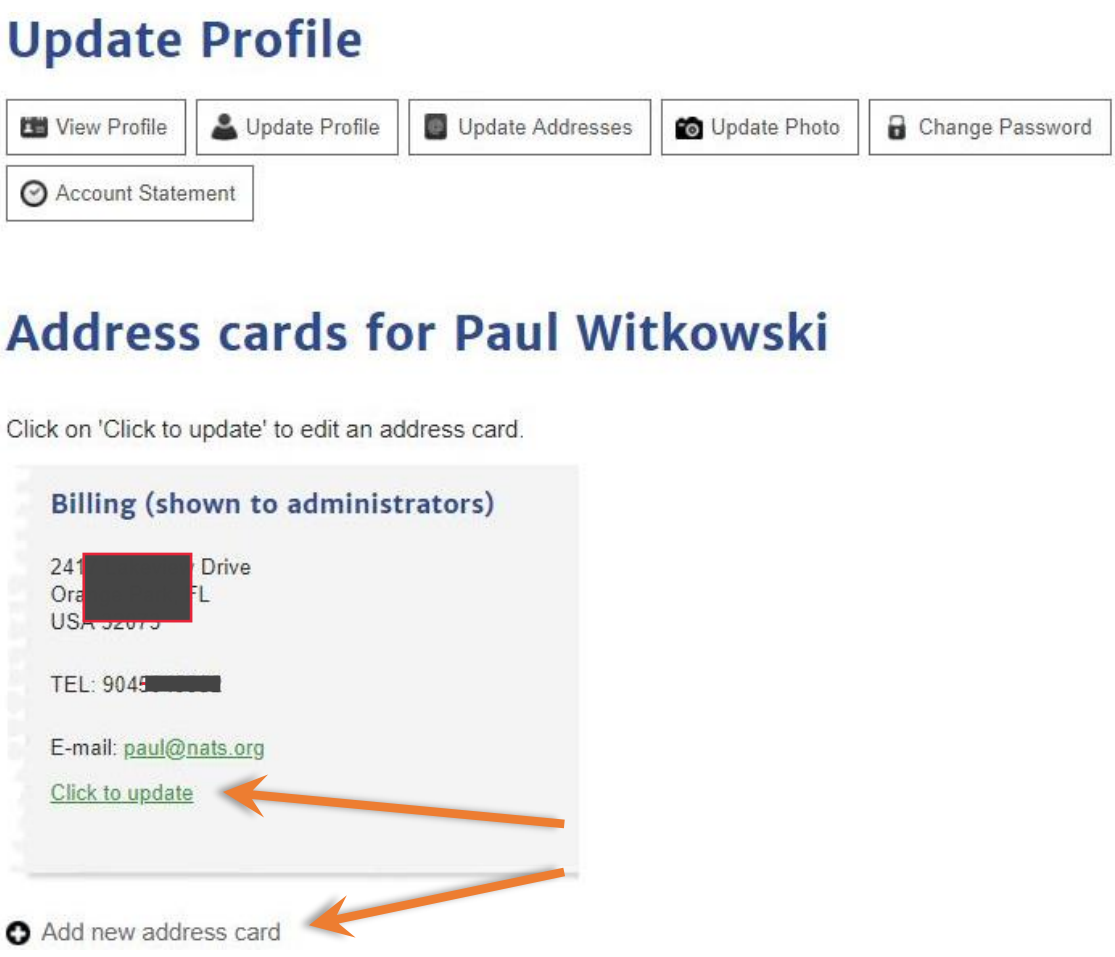


There are multiple profiles associated with your member record, such as MEMBERSHIP DIRECTORY, FIND-A-TEACHER DIRECTORY, and SHIPPING ADDRESS. Each profile is correlated with an Address Card.
With multiple address cards, you are able to determine how much contact information can be seen by NATS administrators, fellow members, or the general public. Most essential for NATS administrators are your preferred mailing address, preferred email address, and phone number(s).

Click “Update Addresses” to add and/or update your Address Cards.



Your Address Card(s) will display. From here you may “Click to update” your existing Address Card(s) or “Add a new Address Card.”



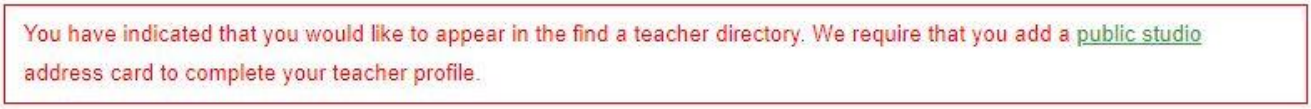
Create your Membership Directory Profile: Office Address Card

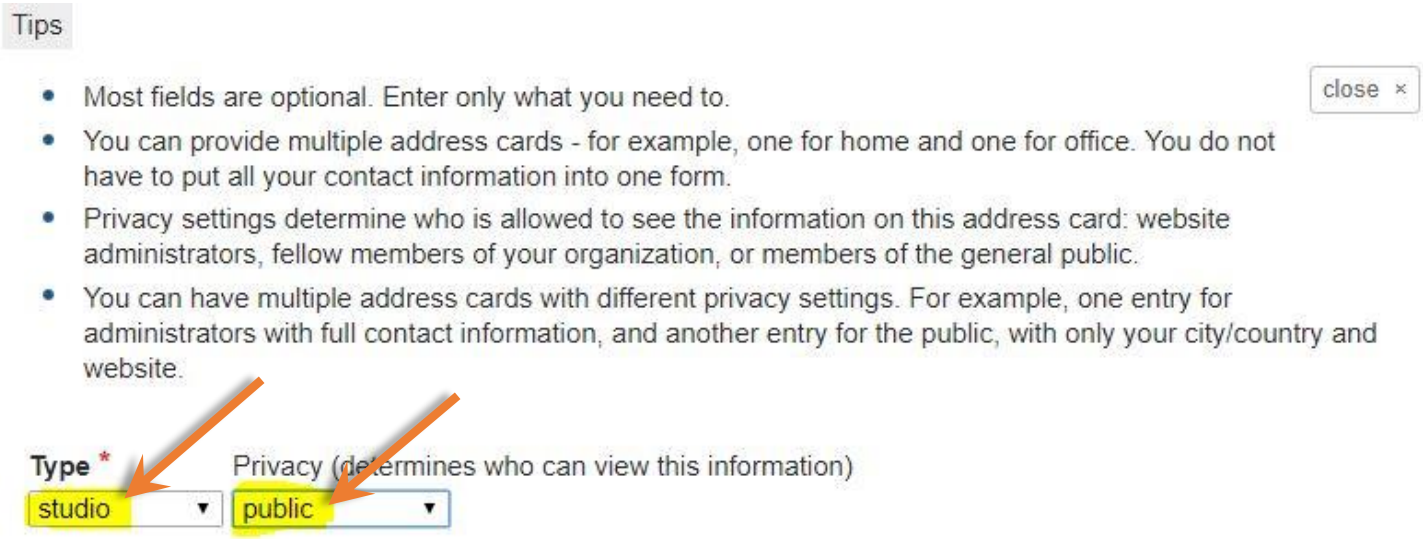
Click “Add a new address card.” Address cards are categorized by “Type” and “Privacy.” In the “Type” drop-down menu, choose “**office**”. In the “Privacy” drop-down menu, choose “**members**.” This profile is only visible to NATS members who are logged in to NATS.org. Additional instructions are provided under “Tips.”



Create your “Find-A-Teacher” Directory Profile: Studio Address Card

The Find-A-Teacher directory is a benefit that is provided with your membership. Click “Add a new address card.” In the “Type” drop-down menu, choose “**studio**”. In the “Privacy” drop-down menu, choose “**public**.” Because “Find-A-Teacher profile is accessible to the general public, you may choose to limit your contact information to city, country, and your website. If a member has not created a Studio Address and they have selected to appear in the Find-A-Teacher directory, they are prompted to add a Studio Address upon login.





Create your Shipping Address Profile: Shipping Address Card

Having a unique Shipping address card ensures that the NATS Office has your accurate, preferred mailing address. Click “Add a new address card.” In the “Type” drop-down menu, choose “**shipping**”. In the “Privacy” drop-down menu, choose “**administrators**.” This profile is accessible only to NATS administrators.

