

Let Affiliates Help Run Your SortArena™ Show

By adding an affiliate to your SortArena producer account, you can allow your affiliates to help run your shows without giving them full access to your account.

What Affiliates CAN Do

- Download your events
- Add classes to your event
- Register and team classes
- Modify and print invoices
- View and print reports

What Affiliates CANNOT do

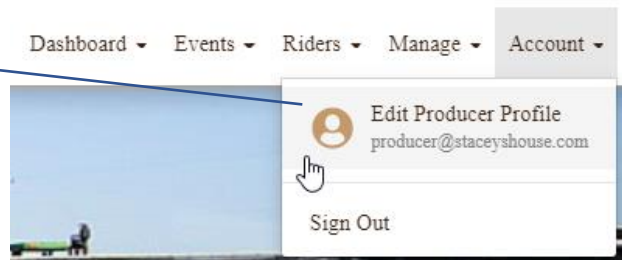
- Access your producer account on SortArena.com
- Create new events on your account
- Post event results

How to set it up:

STEP 1: SIGN IN TO YOUR PRODUCER ACCOUNT ON SORTARENA.COM

Go to SortArena.com and sign in to your producer account to add an affiliate.

Select **Edit Producer Profile** from the Account menu.



STEP 2: ENTER AFFILIATE SIGN IN INFORMATION

Select the **Account** tab.

A screenshot of the 'YOUR PRODUCER PROFILE' page. The page has tabs for 'Organization', 'Account', 'Contact', and 'Settings'. The 'Account' tab is selected. Under 'Account Information', there are two sections: 'Account Login' and 'Affiliate Login'. The 'Account Login' section has a text input field containing 'producer@sortarena.com' and a link 'Click here to change your account password'. The 'Affiliate Login' section has a text input field containing 'affiliate@sortarena.com' and a link 'Click here to change your affiliate password'. A green '+ Save Changes' button is at the bottom right. Blue callout boxes point to the 'Account' tab, the 'Affiliate Login' input field, and the 'Save Changes' button.

Enter an email address to use as your affiliate sign in. This does not have to be a real email address.

Click this link to set a password.

Select **Save Changes**.