

- 1. Go to: https://www.iglta.org/join-iglta/
- 2. Click "Become an IGLTA Member"

## IGLTA MEMBERSHIP APPLICATION REGISTER YOUR BUSINESS TODAY

On a global scale, LGBTQ+ travelers are using IGLTA as a resource to find businesses that welcome the LGBTQ+ community into the world of travel. Make it easy, Join us to be part of a global, LGBTQ+ welcoming tourism community that independent of a global interest of a global interest.

Membership is open to any individual, association, corpora artnership directly or indirectly involved with the LGBTQ+ travel industry. It's a big market and this is a big world. Together we can help LGBTO+ travelers see more of it.

Become An IGLTA Member Renew Your IGLTA Membershi

3. Click "Create Your Account Now!"

## Not Created Your Website Account Yet?

DON'T HAVE AN ACCOUNT FOR THE INTERNATIONAL LGBTQ+ TRAVEL ASSOCIATION WEBSITE? CREATE ONE IN JUST A FEW SIMPLE STEPS. CREATE YOUR ACCOUNT NOW.

4. Enter your email address:

TO JOIN IGLTA, PLEASE ENTER YOUR PREFERRED EMAIL ADDRESS BELOW

enter your email address

Continue

Cancel

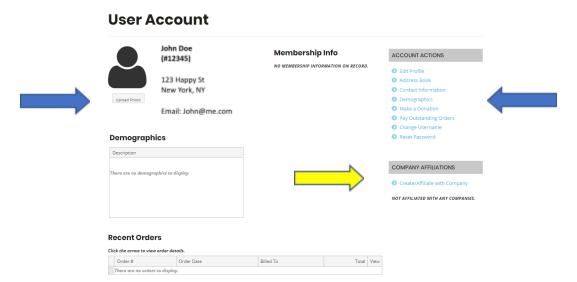


5. Next, please enter your personal information. This information will be used to create your personal account. You will need a personal account to create a Business Profile.

| Registration  |   |                      |
|---|---|----------------------|
| Create New Account  |   |                      |
| PLEASE ENTER THE INFORMATION BELOW TO CREATE YOUR NEW ACCOUNT.  |   |                      |
| PREFIX:   | 0 |                      |
| FIRST NAME:*  | 0 |                      |
| MIDDLE NAME:  | 0 |                      |
| LAST NAME:*   | 0 |                      |
| SUFFIX:   | 0 |                      |
| POSITION TITLE:*  | 0 |                      |
| COMPANY NAME:   | 0 |                      |
| COMPANY DEPT:   | 0 |                      |
| TYPE OF ADDRESS:  | 0 | Employment Address ▼ |
| STREET ADDRESS: *   | 0 |                      |
| SUITE/FLOOR:  | 0 |                      |
| COUNTRY: *  | 0 | United States ▼      |
| POSTAL/ZIP CODE:  | 0 |                      |
| CITY: *   | 0 | •                    |
| STATE/PROVINCE:   | 0 | - Select - ▼         |
| PHONE:  | 0 |                      |
| FAX:  | 0 |                      |
| EMAIL *   | 0 |                      |
| USERNAME: *   | 0 |                      |
| PASSWORD (MIN 6 CHARACTERS): *  | 0 |                      |
| CONFIRM PASSWORD *  | 0 |                      |
| ☐ I CONSENT TO PROVIDING MY PERSONAL DATA THROUGHOUT THIS WEBSITE IN ACCORDANCE WITH THE PRIVACY POLICY AND TERMS OF USE OF THIS WEBSITE. |   |                      |
| Continue  |   |                      |

6. You will be taken to your personal account/profile landing page. From this page you can edit your personal profile, add a headshot and add/create your business profile.





7. Next, you will need to create your business/company profile. On your personal profile landing page, you will see a Company Affiliation section on the left-hand side. (Yellow arrow, step 6.) Click "Create/Affiliate with Company"



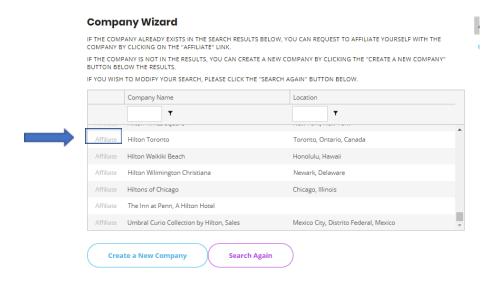
8. Enter a part of the company name below. The system will search the database to check if the company already exists.

**User Account** 

## Company Wizard IN ORDER TO GET STARTED, PLEASE ENTER A PART OF THE COMPANY NAME BELOW. THE SYSTEM WILL SEARCH THE DATABASE TO CHECK IF THE COMPANY ALREADY EXISTS. part of company name to search by Find Company

If the company already exists in the search results below, you can request to affiliate yourself with the company by clicking on the "affiliate" link.





Once you select your company by clicking "Affiliate" the IGLTA Key Contact will need to grant you access via their personal profile. If your Key Contact cannot access their account or is no longer with your company, please reach out to <a href="mailto:membership@iglta.org">membership@iglta.org</a>.

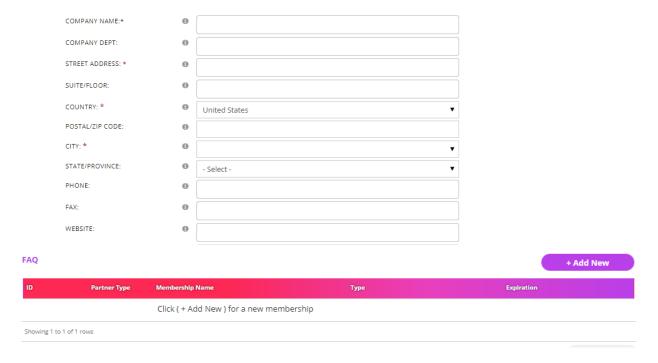
**If the company is brand new to IGLTA** you can create a new company by clicking the "create a new company" button below the results.

# Company Wizard IF THE COMPANY ALREADY EXISTS IN THE SEARCH RESULTS BELOW, YOU CAN REQUEST TO AFFILIATE YOURSELF WITH THE COMPANY BY CLICKING ON THE "AFFILIATE" LINK. IF THE COMPANY IS NOT IN THE RESULTS, YOU CAN CREATE A NEW COMPANY BY CLICKING THE "CREATE A NEW COMPANY" BUTTON BELOW THE RESULTS. IF YOU WISH TO MODIFY YOUR SEARCH, PLEASE CLICK THE "SEARCH AGAIN" BUTTON BELOW. Company Name Location T No companies found that match the search criteria. Create a New Company Search Again

9. When you are creating a new company, you will need to fill out all the required fields on the Company Wizard page.

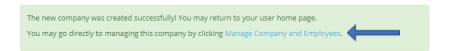


## **Company Wizard**

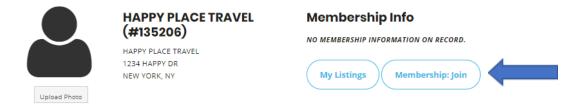


10. Once your company has been created you will see a success message. To more on to the membership selection page, click the hyperlink that says "Manage Company and Employees"

### **Company Wizard**



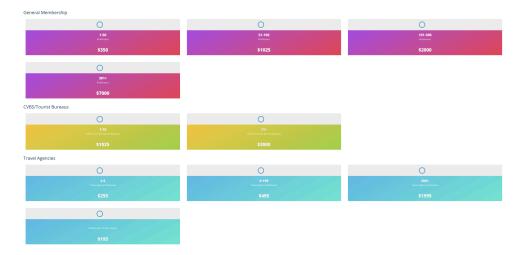
11. Next, to secure your membership you will need to click "Membership: Join" within your Company Profile Admin page.



12. Select "+Add New" on the next page.



- 13. Select your Membership:
  - <u>BUSINESS MEMBERSHIP</u>: Business membership is open to travel agents, tour operators and
    wholesalers, hoteliers, travel suppliers like airlines, car rentals, publishing firms, attractions,
    booking services, concierge services, cruise lines, CVB/tourism offices, gaming/casinos,
    ground transportation, meeting planners, associations, insurance, internet services, and
    marketing companies.
  - <u>ASSOCIATE MEMBERSHIP:</u> Associate membership is open to businesses not specifically to tourism, such as bars/clubs, restaurants, theaters, pride organizations, spas, and retail venues. Does not include voting privileges or the right to run for the board.
  - <u>Please Note:</u> Membership Rates are based on organization type, employee number, and location. If you have any questions, please contact <a href="membership@lglta.com">membership@lglta.com</a>. Not all IGLTA membership types are listed in the photo below but serves as a reference to what the webpage will look like.



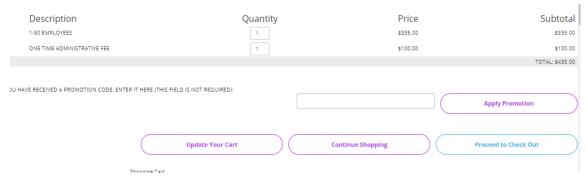
- 14. Please note, you must click the small box below the membership options agreeing to honor and recognize the IGLTA Professional Code of Conduct. Each member will conduct business with strict adherence to the laws and regulations of the state and country where IGLTA is incorporated and in accordance with business or professional codes adhered to within the travel industry. Furthermore, all IGLTA members agree to conduct business in accordance with generally accepted ethical business practices. Click here to review the Professional Code of Conduct.
- 15. Once you have made your membership selections and agreed to the IGLTA Professional Code of Conduct please select "Continue" at the bottom left of the page.



16. You can select Membership Add-on's including E-Blasts and Enhanced Listing Upgrades. To opt out you can select "Go to Cart".



17. On the next page you can "Apply Promotions", "Update Your Cart" or "Proceed to Check out"



18. Once you select "Proceed to Check Out" you will apply to pay for your membership via Credit Card. If you would prefer to pay via Check, Wire or ACH please reach out to <a href="Membership@iglta.org">Membership@iglta.org</a> and we will provide you with an invoice and necessary details.



<u>Next Steps:</u> Check out our <u>Membership Resources Page.</u> This page will help you get the most out of your IGLTA membership benefits. A great first step is to update your Company Listing that will be featured on our website. Click here for more information.