CTA MEMBERSHIP RENEWAL

A simple, visual guide to renewing your Certified Tourism Ambassador membership

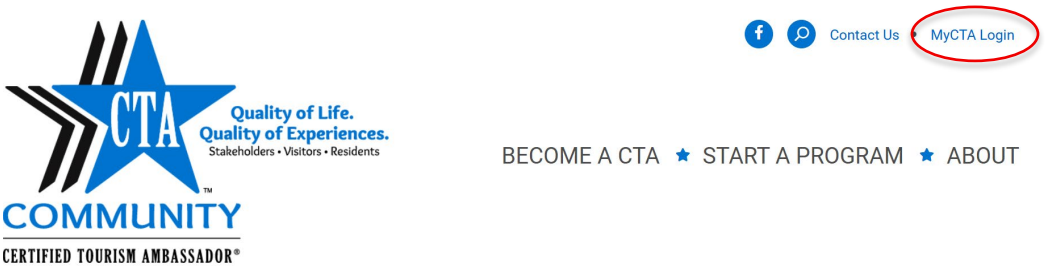
RENEWAL AT A GLANCE

www.ctanetwork.com

Use this guide to log in, review your renewal points, add new points, and submit your renewal fee. **The final screen indicates that 50 points are required for renewal and that the renewal deadline is December 31 for $20 Fee, if by 10/31 fee is only $10!**

1 Go to the CTA website

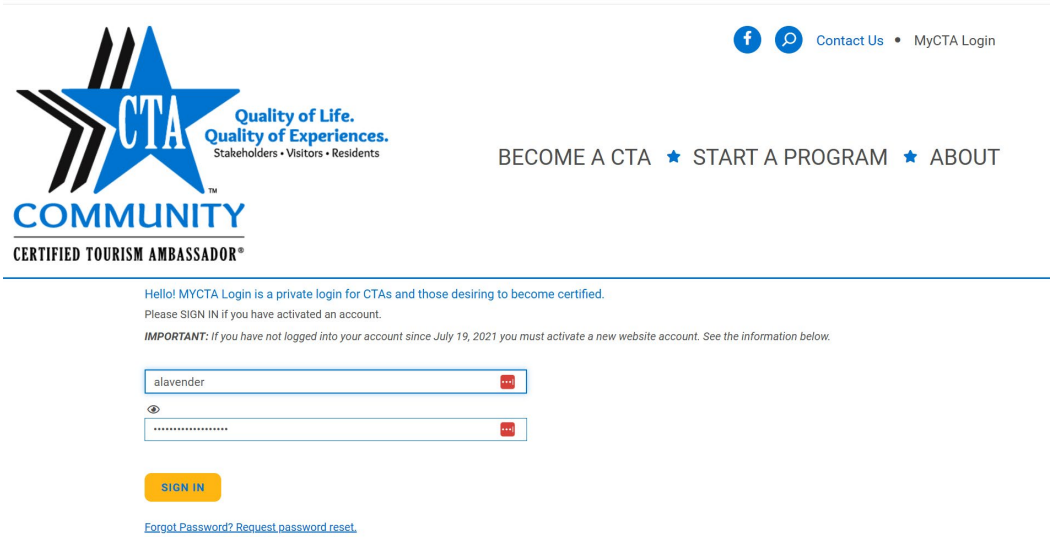
Open the CTA website and locate the MyCTA Login option in the upper-right corner.



Add your instructions or notes here:

2 Log in to MyCTA

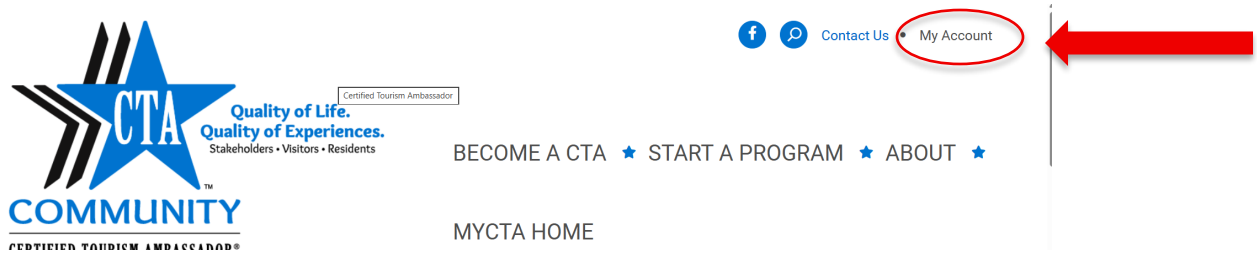
Enter your login information and select SIGN IN.



Add your instructions or notes here:

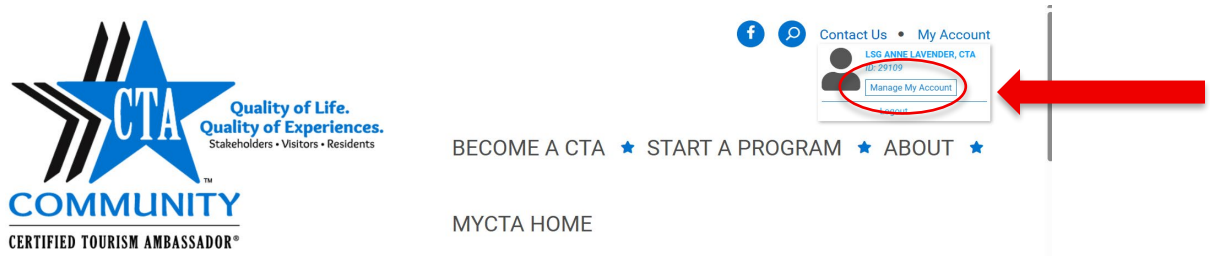
3 Open My Account

Once you are logged in, select My Account from the upper-right corner of the website.



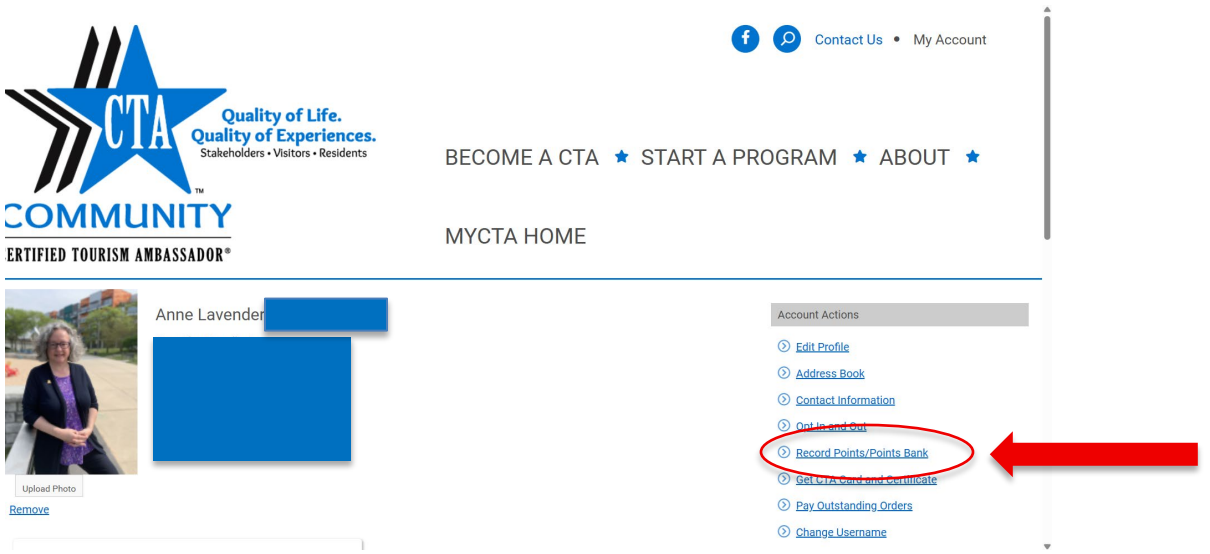
4 Select Manage My Account

Open the My Account menu and select Manage My Account.



5 Open Record Points / Points Bank

From the Account Actions menu, select Record Points/Points Bank.



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Review your CTA points

Review your CTA Status / Points Report to see your current points and renewal status.

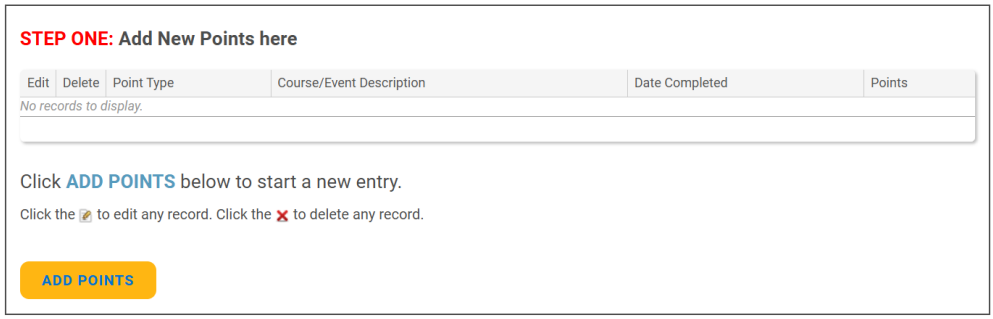


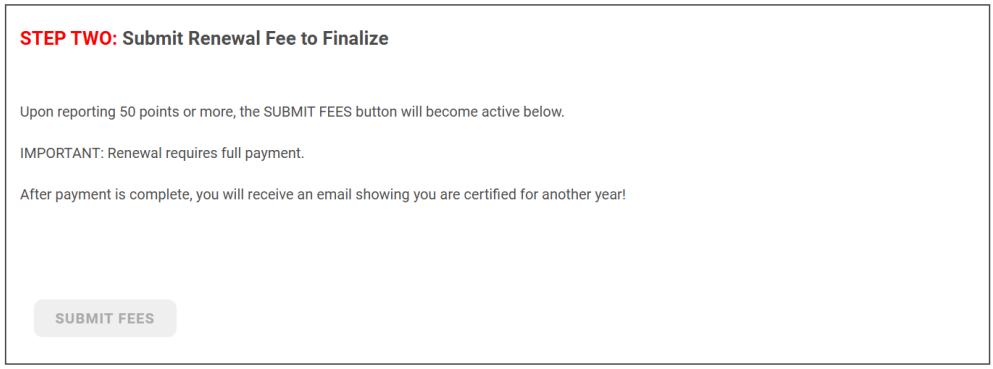
POINTS: 10 for each attraction, 5 for events, newsletters, blogs, volunteering etc. 50 points total are needed. Visit www.lansing.org/cta-renewal for help with points.

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Add new renewal points

Select ADD POINTS to begin a new entry. Use the available fields to record the course or event, date completed, and points.





NOTES ON ENTERING POINTS: When entering attractions **p**lease note that we are not checking dates and locations, so they do not need to be exact. Please make sure all dates are in 2026, if a 2025 date you can adjust to 2026 if needed.

FINALIZE YOUR RENEWAL

STEP TWO: After you have reported 50 points or more, the SUBMIT FEES button will become active. Select it to complete your renewal. Renewal requires full payment, and an email will be sent after payment is complete confirming certification for another year.

PAYMENTS: Cost is $10 paid by credit card before 10/31, after it is $20. If you need to pay with a check, your invoice will be at the bottom of your confirmation email. If sending a check please email alavender@lansing.org so she can look out for your check.

Questions or need help? Contact Melissa Nay mnay@lansing.org or 517-377-1410

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