

## SAATA Membership Registration

### Notes:

1. As SAATA' data is being migrated to automated online system it is mandatory for all (Old/New/Certified/Lifetime) members to fill in the form.
2. Membership Fees: Trainee Member: Rs 600/- Certified Member: Rs. Associate Member: Rs. Lifetime membership: Rs. . Fees are subject to variations.
3. Membership validity for one year subscription is from January to December of that year when payment is made.
4. After filling the form please request your trainer (for whomever it's applicable) to send an email to [membership@saata.org](mailto:membership@saata.org) stating that you are part of their group.
5. Membership approvals/disapprovals/cancellations are at the discretion of SAATA Board.
6. Form filling details are listed as below.
7. Members will have access to a separate Login where the profile can be edited.
8. Members will have a provision to print their membership badge which must be carried along when attending SAATA related conference, seminars, workshops to avail membership facilities.
9. Payments are to be made prior to online registration.
10. All queries regarding the form can be sent to [membership@saata.org](mailto:membership@saata.org)

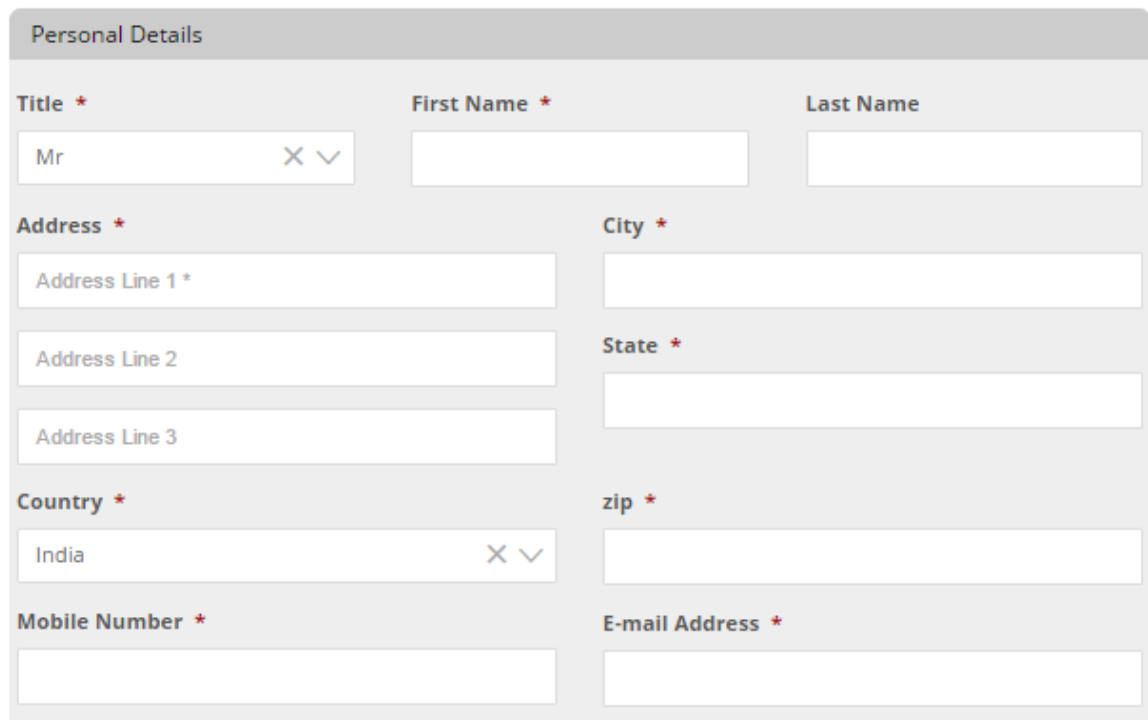
## Membership Form Guidelines

**Membership Form Access: URL:** <http://www.saata.org/saata-membership-registration/>

1. Access the membership form using the URL mentioned afore.
2. You will be directed to the form as in the pictures below

### SAATA Membership Registration

Mandatory Fields \*



The screenshot displays a registration form titled "Personal Details". The form contains several input fields, each marked with a red asterisk to indicate it is mandatory. The fields are arranged in two columns. The left column includes: "Title \*" (a dropdown menu with "Mr" selected), "Address \*" (three stacked text input fields labeled "Address Line 1 \*", "Address Line 2", and "Address Line 3"), "Country \*" (a dropdown menu with "India" selected), and "Mobile Number \*". The right column includes: "First Name \*" and "Last Name" (two stacked text input fields), "City \*" (a text input field), "State \*" (a text input field), "zip \*" (a text input field), and "E-mail Address \*" (a text input field).

**Image 01: Demographic Details**

3. All fields marked with red asterisk \* are mandatory.
4. Choose the appropriate title
5. Type in Your First Name, Last Name
6. Type in your Address
7. Type in your City Name, State Name
8. Choose your Country Name
9. Enter your Zip code
10. Enter your 10 digit Mobile Number
11. Type in your email id

### Membership Details

**Membership Type \*** **Subscription Option \***

Select Membership Type ∨      New × ∨

### Payment Details

**Payment Type \***      **Cash Paid to Whom \***      **Date \***

Cash × ∨            dd-mmm-yyyy

**Location \***

**Terms and condition \***

I agree to give my consent to publish my details in membership directory       I disagree to give my consent to publish my details in membership directory

I agree to the TERMS AND CONDITIONS of SAATA

**Image 02: Admin Details**

12. Choose your membership type from the drop down list as shown below.

### Membership Details

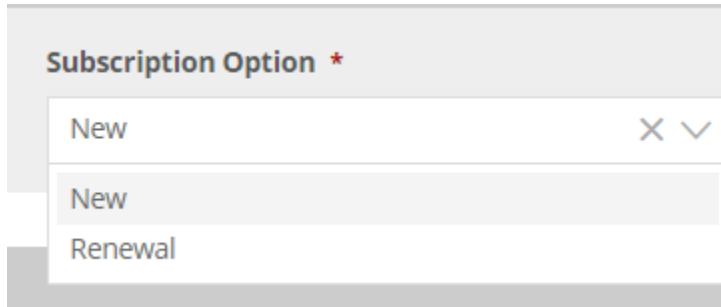
**Membership Type \***

Select Membership Type ∨

- Associate Member
- Trainee Member
- Certified Member
- Life Member

**Image 03: Membership Type**

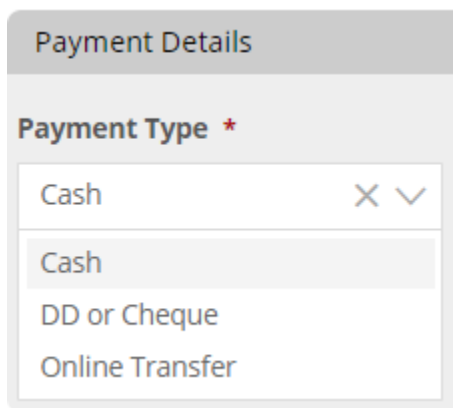
13. Choose your subscription Option as shown below:



The image shows a dropdown menu titled "Subscription Option \*". The selected option is "New". The dropdown list is open, showing "New" and "Renewal" as available options.

**Image 04: Subscription Option**

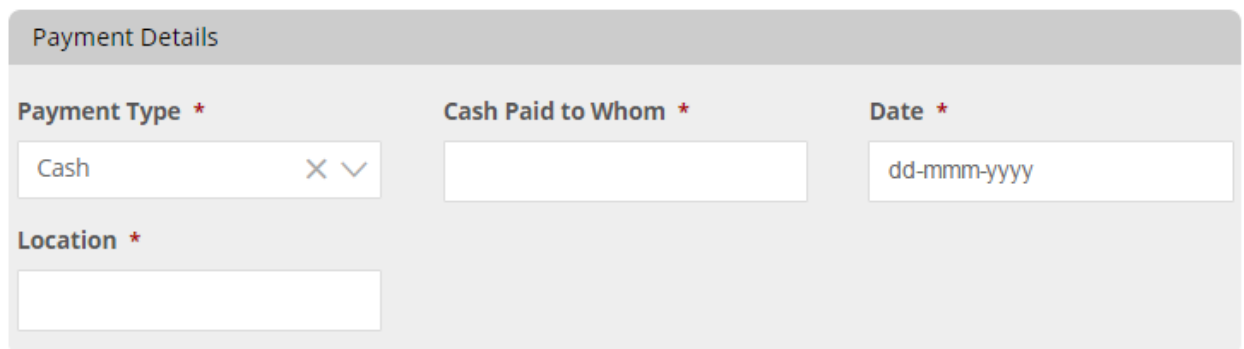
14. Choose your Payment Type appropriately



The image shows a dropdown menu titled "Payment Details" with a sub-section "Payment Type \*". The selected option is "Cash". The dropdown list is open, showing "Cash", "DD or Cheque", and "Online Transfer" as available options.

**Image 05: Payment Type**

15. If you paid by Cash then type in details of the person to whom you paid the cash to and choose the date you paid to them and the Location where you paid them.

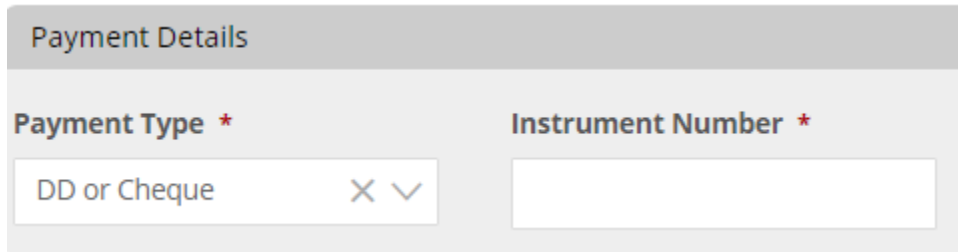


The image shows a form titled "Payment Details" with the following fields:

- Payment Type \***: A dropdown menu with "Cash" selected.
- Cash Paid to Whom \***: A text input field.
- Date \***: A text input field with a placeholder "dd-mmm-yyyy".
- Location \***: A text input field.

**Image 06: Cash Payment**

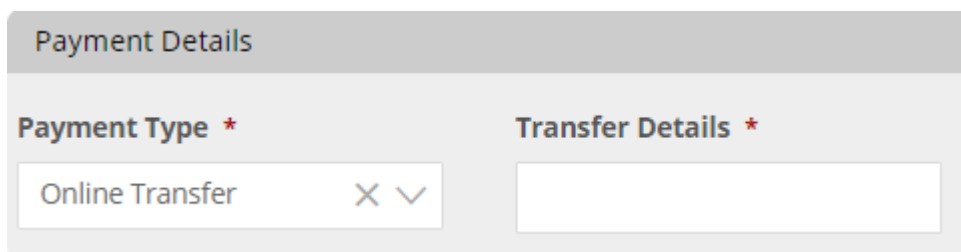
16. If you had paid by a Bank Instrument - Demand Draft or Cheque then type in the Demand Draft Number or Cheque Number



The screenshot shows a form titled "Payment Details". It has two main sections: "Payment Type \*" and "Instrument Number \*". The "Payment Type" section contains a dropdown menu with "DD or Cheque" selected and a close icon (X) and a downward arrow. The "Instrument Number" section contains an empty text input field.

**Image 07: Bank Instrument Payment**

17. If you had made an Online Bank Transfer then type in all related details like your Bank Name, Location, bank reference number and date of transfer.



The screenshot shows a form titled "Payment Details". It has two main sections: "Payment Type \*" and "Transfer Details \*". The "Payment Type" section contains a dropdown menu with "Online Transfer" selected and a close icon (X) and a downward arrow. The "Transfer Details" section contains an empty text input field.

**Image 08: Online Transfer**

18. SAATA Membership Form has options to for you to choose to allow SAATA to display your name and other details in their membership directory or choose not to give consent to display your details. Click on either of the option as per your discretion.

**Terms and condition \***

- I agree to give my consent to publish my details in membership directory
  I disagree to give my consent to publish my details in membership directory
- I agree to the TERMS AND CONDITIONS of SAATA

Register

Cancel

**Image 09: Terms & Conditions**

19. SAATA Membership Form will allow you to register after you have check marked the I agree to the TERMS AND CONDITIONS of SAATA option. To know the Terms & Conditions of SAATA please visit [www.saata.org](http://www.saata.org)
20. After all necessary details are filled / typed in, Click on the blue “Register” button.
21. Once you complete registration the following screen will be displayed on your screen.

## SAATA Membership Registration

Thanks for registering with SAATA. Your details will be approved by SAATA Treasurer against payment, after which your membership will be activated. You will receive an email detailing the same.

For further queries please write to [contact@saata.org](mailto:contact@saata.org)

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### Image 09: Registration Completion

22. After the registration completion you will receive an email notification indicating your registration completion.
23. SAATA Treasurer will verify your payment details and he/she will approve your registration. It will be notified in an email to you.
24. If there are any discrepancies in the details provided, SAATA Treasurer will email you seeking clarification.
25. Once your payment is approved your membership will be activated. You will receive an email with your Login Id and Password.
26. Once you receive your Login Details access your profile at [www.saata.org](http://www.saata.org).