



NYAOT
Celebrating America's 250th Birthday

MEMBERSHIP UPDATE

Updating your Town Roster

To ensure your town is receiving the latest training opportunities, legislative updates, and important member communications from the New York Association of Towns, we ask that you take a few minutes to review and update your town's roster.

Accurate and complete rosters help us better serve your entire team — from elected officials to key staff — by ensuring the right people receive the right information at the right time.

Before You Begin

We recommend gathering your most current list of elected and appointed officials. The more complete your roster, the better we can serve your entire town.

Please include as many roles as possible, such as:

- Supervisor
- Town Clerk/Receiver
- Town Board Members
- Superintendent of Highways
- Assessor
- Town Justice(s) and Court Clerk(s)
- Planning Board Chair and Members
- Zoning Board Chair and Members
- Other key staff (e.g., historian, DPW, parks & recreation, bookkeeper, deputies)

How to Update Your Roster

Step 1: Check Your Email

Your Town's designated Company Administrator will receive an email from NYAOT with information and instructions.

Step 2: Log In

Use your member log-in credentials provided to access the roster management system via the member portal on www.nytowns.org.

Step 3: Review Your Current Roster

Take a few minutes to look through existing entries and update titles, contact information, and remove outdated member listings.



NYAOT
Celebrating America's 250th Birthday

MEMBERSHIP UPDATE

Step 4: Add Missing Officials

Add any new or previously unlisted officials to ensure your roster is complete.

Step 5: Save and Submit

Once updates are complete, save your changes and let us know your roster is approved by checking and dating the checkbox at the top of the roster. You can return and make edits at any time.

Frequently Asked Questions

Who can update our town's roster?

Each town has a designated Company Administrator (typically a town supervisor or a town clerk) who manages roster updates. If you're unsure who that is, contact our office and we'll help you get set up.

What if I don't have login information?

No problem! Please reach out to NYAOT via info@nytowns.org or (518)465-7933, and we'll assist you with access details.

How often should we update our roster?

We recommend reviewing and updating your roster at least annually, and anytime there are staffing or leadership changes.

What information should I include?

At a minimum, include key elected and appointed officials. A more complete roster — covering staff and appointed officials — helps ensure everyone receives relevant information, and gives us the best picture of our membership to be able to serve you better.

Why does this matter?

Your roster determines who receives training notices, legislative updates, event information, and other important communications. It also helps us better represent and support your town at the state and federal levels and in research and support services.

Can I make updates later?

Yes. You can log in and update your roster at any time.



Step-by-Step Instructions on How to Update your Town Roster

Step 1: Log in to the member portal area of www.nytowns.org

Step 2: Once you are logged in, you will now find your name in the upper right hand corner of your screen. Click on your name to bring you to your account.

Step 3: Clicking your name will bring you to your main account profile, where you can view your information as well as events you have attended and communications you've received from us in the past. Once here, you will click on the big purple rectangle to view your town's page.

ABOUT MEMBER PROGRAMS LEGISLATION & ADVOCACY EVENTS & EDUCATION GET INVOLVED! MEMBER PORTAL NYAOT NEWS

My Account

Terry Hammond
Town of Indian Lake

Legislative Resource Hub
2026 Legislative Priorities
NYAOT NYS Budget Analysis
...
e: terry@ensync-corp.com

Type: Member Individual
Status: Active
Join Date:
Paid Thru: 12/31/2026

What would you like to do?
[Manage My Account](#) ▶▶
[Manage Security](#) ▶▶
[Register For Events](#) ▶▶
[Manage Town of Indian Lake](#) ▶▶

UPCOMING EVENTS PAST EVENTS FINANCIALS COMMUNICATIONS

2/16/2020
2020 Training School and Annual Meeting
1535 Broadway New York
[View Registration](#) ▶▶

9/30/2019
2019 Planning & Zoning School-Batavia
Quality Inn & Suites Palm Island Batavia
[View Registration](#) ▶▶

9/27/2019
2019 Planning & Zoning School-Diplets


<https://www.nytowns.org/Items/Forms/Legislation-Advocacy/Legislation-Advocacy.aspx?tabid=1000&id=1000>

Step 4: Once you've clicked the Manage Town Account button, you will see your town's page. You will then need to click the "CONTACTS" column highlighted in the image below.

NYAOT Terry Hammond Sign out

ABOUT MEMBER PROGRAMS LEGISLATION & ADVOCACY EVENTS & EDUCATION GET INVOLVED! MEMBER PORTAL NYAOT NEWS

Town of Indian Lake



Preferred Mailing
117 Peison Rd
PO Box 730
Indian Lake, NY 12842
(518) 648-5211

Member Town
Status: Active

OVERVIEW **CONTACTS**

Profile

About
Locations
Population: 1352

Connect with Us
f x in

Step 5: You will see the entire town's roster as it exists in our database to review. **To make any changes to a listing, such as a new title, or to remove them altogether, click on their title. Please note that clicking on the triangle or their name will not bring you to the correct screen to make changes.**

OVERVIEW CONTACTS

Roster Approval

▲ Roster has been reviewed Date Approved

There are no records.

Roster

Town of Indian Lake

Add contact

- [Richard Ballman](#) - ZBA Member
- [Timothy Clawson](#) - Animal Control
- [Kimberley Cranda](#) - Accountant
- [Eugene Darling](#) - Supervisor of Highways
- [Michelle DeShaw](#) - Court Clerk
- [Kristina Eldridge](#) - Town Board Member
- [Mary Frasier](#) - Planning Board Member
- [Aaron Gadway](#) - Planning Board Member
- [Helen Glass](#) - Town Justice
- [Edward Graves](#) - Board of Review

Step 6: This is what the screen will look like when you click on an individual's title. The pencil, circled in green, will allow you to edit their title. The red x will allow you to remove them from the roster entirely. If you accidentally remove someone, you can always add them back.

Group member detail



Richard Ballman
ZBA Member
Town of Indian Lake

Preferred Mailing
PO Box 670
Indian Lake, NY 12842

Town of Indian Lake

[Add new](#)

Role	Title	Begin	End	Status
Member	ZBA Member			Active



Step 7: If you need to edit a title by using the pencil, this is what your screen will look like. You may click save and close when your change is complete.

Group member detail 🔄 🗄 ✕

Richard Ballman
ZBA Member
Town of Indian Lake

Preferred Mailing
PO Box 670
Indian Lake, NY 12842

Town of Indian Lake [Add new](#)

Role	Title	Begin	End	Status	
Member	ZBA Member			Active	 

*Richard's Role:

Title:

Save & Close Save Cancel

Step 8: To add an entirely new town official or employee, click the Add Contact link at the top of the roster. ****At the minimum, you will need the new official's first and last name and email to add them.****

[OVERVIEW](#) [CONTACTS](#)

Roster Approval + ^

Roster has been reviewed Date Approved

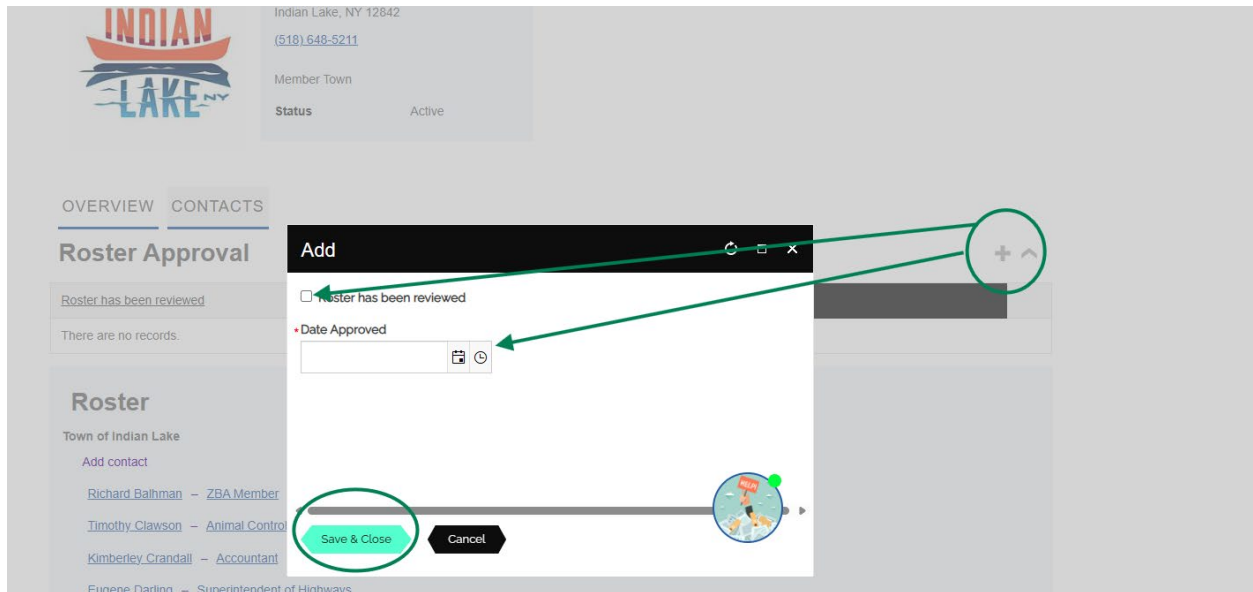
There are no records.

Roster

Town of Indian Lake
[Add contact](#)

- [Richard Ballman](#) - ZBA Member
- [Timothy Clawson](#) - Animal Control
- ▶ [Kimberley Crandall](#) - Accountant
- ▶ [Eugene Darling](#) - Superintendent of Highways
- ▶ [Michelle DeShaw](#) - Court Clerk
- ▶ [Kristina Eldridge](#) - Town Board Member
- ▶ [Mary Frasier](#) - Planning Board Member
- ▶ [Aaron Gadway](#) - Planning Board Member

Step 9: Certify your updates and let us know you have reviewed and approved your roster and it is accurate to the best of your knowledge and ability. When your updates are complete, click the plus sign under the roster approval section and then check and date the approval and hit save and close.



Indian Lake, NY 12842
(518) 648-5211
Member Town
Status Active

OVERVIEW CONTACTS

Roster Approval

Roster has been reviewed
There are no records.

Roster

Town of Indian Lake
Add contact

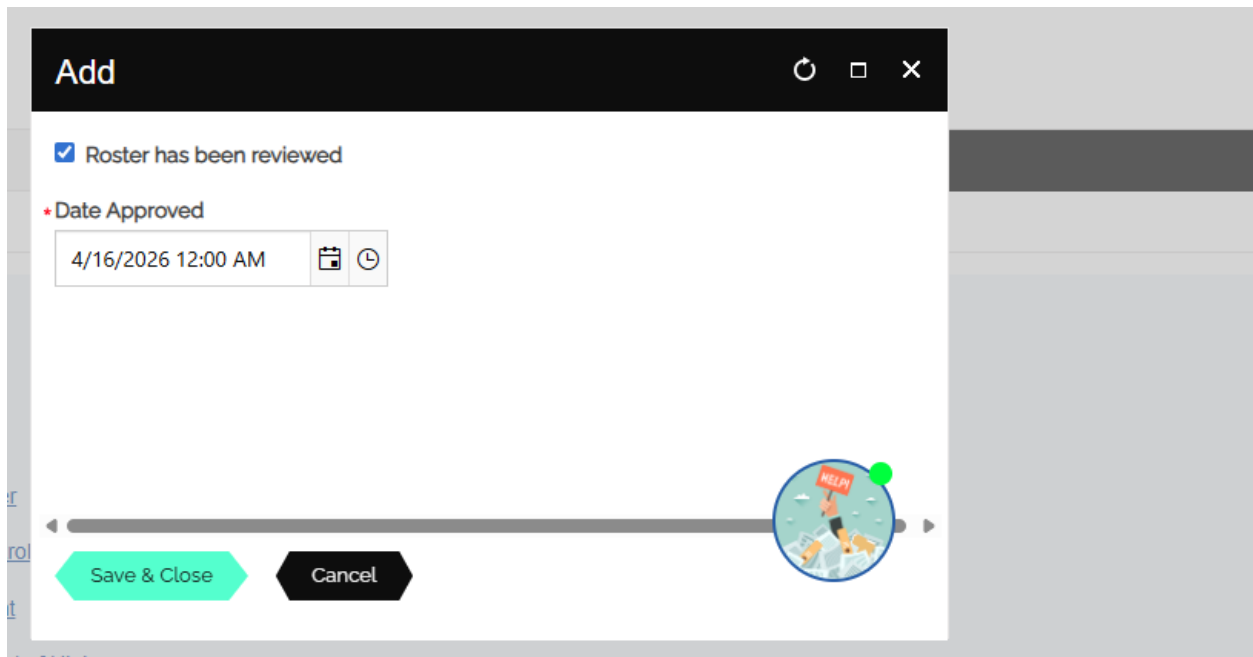
- Richard Balhman - ZBA Member
- Timothy Clawson - Animal Control
- Kimberley Crandall - Accountant
- Eunene Darling - Superintendent of Highways

Add

Roster has been reviewed

+ Date Approved
[Calendar Icon]

Save & Close **Cancel**



Add

Roster has been reviewed

+ Date Approved
4/16/2026 12:00 AM [Calendar Icon]

Save & Close **Cancel**

That's it! Now your roster has been updated and this will serve as an official record of all elected and appointed town officials in New York State. We deeply appreciate you updating your town's roster with us as it enables us to better serve you, our members and New York State local government.