

Bundle Membership Level Overview

Double Membership, Organizational Membership and Lifetime Membership are Bundled Memberships

A Bundle Membership is a set of members linked together and managed by one of the members - the Bundle Administrator. Membership fee covers the cost of two individuals (three for Organizational Memberships) who are the Bundle Members. All members in one bundle membership share the same renewal date. Initially the Bundle Members will have the same contact information, except for the email address. The Bundle Members can have different addresses, phones, etc.

The new web system allows for each member in a bundle to register under a unique email address. Only one record can be created per email address. Email addresses are required to log into the web site.

Bundle Administrators

- A bundle can only have one bundle administrator at a time.
- Only the bundle administrator can pay or renew on behalf of the bundle membership
- Anyone who applies online and selects a bundle membership level will automatically become the bundle administrator of a new bundle.
- The bundle administrator can view and manage bundle members from within his or her own profile.
- The bundle administrator can use the [Add member] button to add the bundle members
- The bundle administrator can Edit / Delete / Archive existing bundle members by clicking on the links to the bundle member

Bundle Members

If the bundle member has a unique email address:

- Bundle members may receive renewal reminders and renewal notifications. (Only the bundle administrator can actually renew on behalf of the entire bundle.)
- Bundle members will receive an email sent when a member is added to bundle by a bundle administrator.
- Bundle members can log into the site and update their own profiles.

If the bundle administrator and the bundle member share an email address, there are two options:

§ Include the second member with the Bundle Administrator's profile.

§ Create a separate record for the bundle member. They will not be able to log in to the web site.

Please feel free to contact the Membership Chair mnps@chesapeake.net to assist in including bundle members.

Adding members to existing bundles (two or three maximum depending on level)

- The bundle administrator can use the [Add member] button to add a new member.
- The Membership Chair can add a member to a bundle

Establishing Bundle Administrators

1. Anyone who applies online and selects a bundle membership level will automatically become the bundle administrator of a new bundle.
2. The bundle administrator can make a bundle member the administrator by going to the bundle member record and using the [Make Administrator] button. The original bundle admin will automatically be relegated a bundle member.
3. The Membership Chair can assign or change a members status.