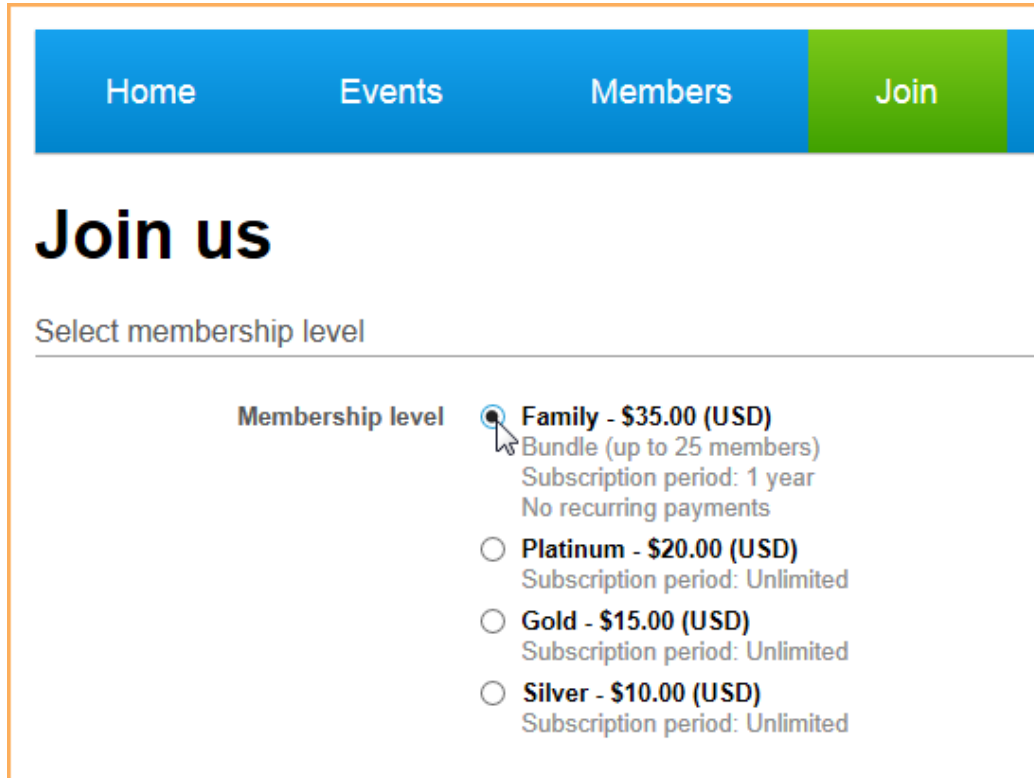To create a membership bundle and become the bundle administrator, follow these steps:
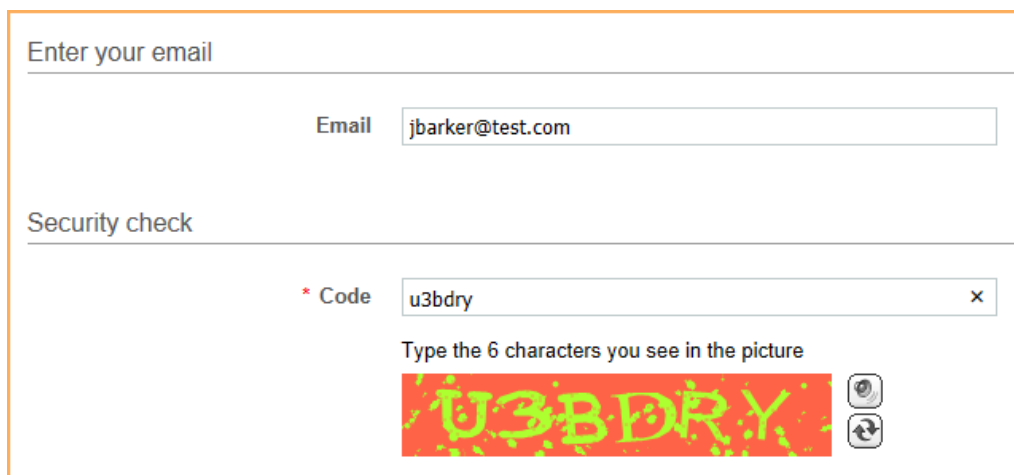
1. Go to the page on your Wild Apricot site that has a membership application form. The page might be called something like **Join us** or **Become a member** .
2. Within the list of membership levels, select the bundle membership level. Depending on your site, it might be called **Bundle**, **Family**, **Team**, or **Company**.

3. Click **Next** to continue.
4. On the next screen, enter your email address (unless you are already logged into the site). If your email address already exists on this site – because you've registered for an event or made a donation – you will be prompted to log in before proceeding. You may also be required to enter a Captcha code to prove you are not a spambot.

5. Click **Next** to continue.
6. Complete the membership application form. Required fields will be marked by an asterisk.

7. After you're finished completing the application form, click **Next** to continue.
8. Review the summary of your application and click **Confirm** to proceed with the application. You'll be sent an email with an invoice for the bundle membership fee, and another with your password. Depending on your site's bundle settings, your application may have to be approved by an administrator and/or payment may have to received in full before your membership is activated.
9. After confirming the membership application, you'll be taken to the **Invoices and payments** page on your member profile (unless the bundle is free). If online payment is enabled on your site, you can click **Pay online** to pay the application invoice, along with any other open invoices (such as event invoices).

Once the invoice is paid – and the application is approved (if applicable) – you'll receive an activation email, and you can start adding members to your bundle.

Adding members to a bundle

A site administrator can add members to a bundle, but generally, it is the responsibility of the bundle administrator.

A bundle administrator can add brand new site members to the bundle, or add existing non-member contacts. They cannot add an existing member – as identified by their email address – to their bundle.

To add members to a bundle as the bundle administrator, follow these steps:

1. Log into your Wild Apricot site.
2. Click your name or the **View profile** link to jump to your member profile.

3. Within the **Bundle summary** section of your **Profile** page, click the **Add member** button.

4. Complete the membership application form on behalf of the person you want to add as a bundle member.
5. Click **Save**.
6. The new bundle member's record now appears. To return to your profile, click the **Return to bundle list and your own profile** link.

New bundle members can have different join dates but will share a single renewal date. Depending on how your site administrator set up the bundle, there might be a limit on the number of members that can be added.

Editing bundle member information

The bundle administrator can modify a bundle member's profile from within the bundle administrator's profile.To modify a bundle member's profile, click the bundle member's name within the **Bundle summary** section of the bundle administrator's profile, then click the **Edit profile** button within the bundle member's profile.

Removing a bundle member

Only a site administrator – not a bundle administrator – can remove a member from a bundle, by assigning the bundle member to a non-bundle membership level.

Renewing a membership bundle

All bundle members share the same renewal date. While bundle members may also receive renewal reminders and renewal notifications, only the bundle administrator can actually renew on behalf of the entire bundle.

Changing bundle administrators

Only a site administrator can change the bundle administrator to another bundle member. After another member is made the bundle administrator, the previous bundle administrator becomes a regular bundle member.