



## INSTRUCTIONS FOR BUNDLE ADMINISTRATOR TO ADD / ARCHIVE STAFF MEMBERS

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.

**My profile**

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

### Membership details

Membership level	<b>Families - \$50.00 (USD)</b> Bundle (up to 25 members) Subscription period: 1 year No recurring payments
Membership status	<b>Active</b>
Member since	03 Aug 2012
Renewal due on	03 Aug 2013

### Bundle summary

Bundle limit	25
Used so far	3
Your members	<a href="#">Christine Barrett</a> <a href="#">Eileen Barrett</a>

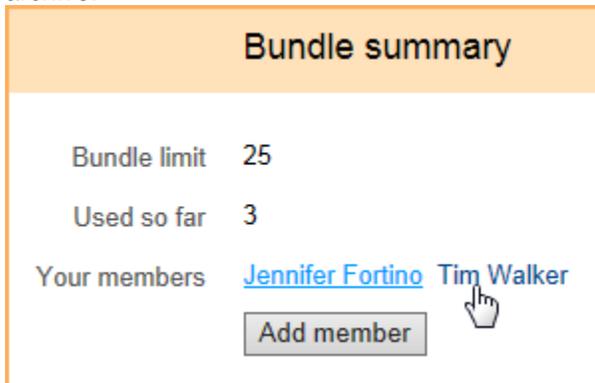
[Add member](#)

Add member to your bundle

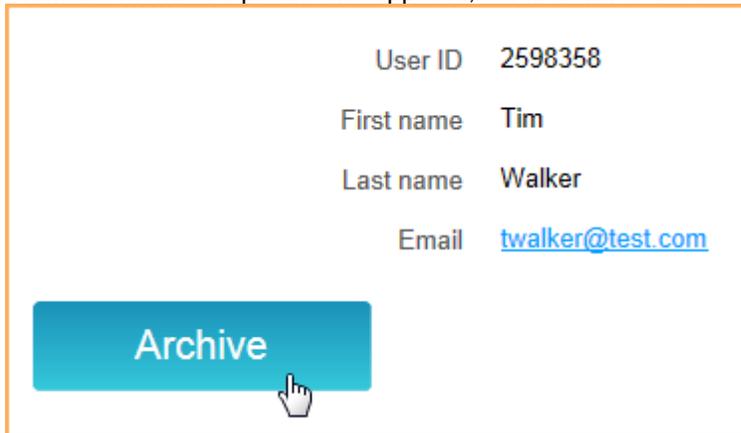
4. Complete the membership application form on behalf of the person you want to add as a bundle member.
5. Click **Save**.
6. The new bundle member's record now appears. To return to your profile, click the **Return to bundle list and your own profile** link.

You cannot fully remove a staff member, but you can Archive that person. Jean will complete the process. To archive a bundle member, 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 name of the member you want to archive.



4. From the member's profile that appears, scroll down to the bottom and click the **Archive** button.



5. You can now click the **Return to bundle list and your own profile** link to return to your member profile.