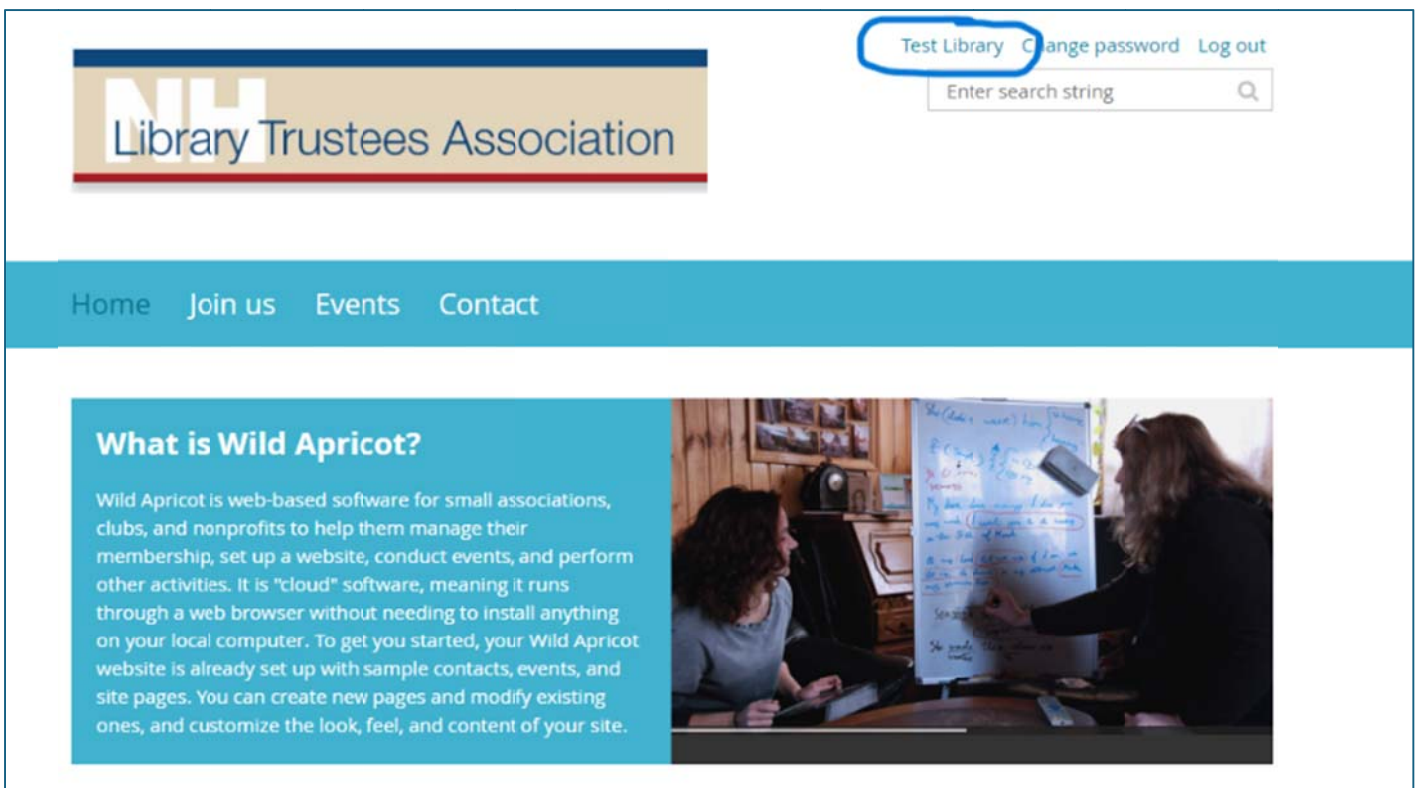


# Bundle Coordinators – How to renew your membership

'Bundle Coordinator' is the designation for the person at the library who is the main contact for the renewal of all the memberships associated with that library. You can add additional members to your group, update contact information, archive people who are no longer part of your organization, and add new trustees by following the instructions below. You can also view and pay invoices. One of the benefits of this system is that you can renew your membership at any time, you don't have to wait to be invoiced, so you can renew after elections if you wish, and you can update your members as they change.

Once you have logged in: <https://nhlta.wildapricot.org/>

- Click on your name in the top right corner (you will see your libraries name if you are the bundle coordinator)



The screenshot shows the Wild Apricot website interface. At the top left is the logo for the NH Library Trustees Association. At the top right, there are links for 'Test Library', 'Change password', and 'Log out', with 'Test Library' circled in blue. Below these links is a search bar with the placeholder text 'Enter search string' and a magnifying glass icon. A navigation menu below the logo contains links for 'Home', 'Join us', 'Events', and 'Contact'. The main content area features a section titled 'What is Wild Apricot?' with a blue background and white text. To the right of this text is a photograph of two women sitting at a table, looking at a whiteboard with handwritten notes.

- You will see your membership details
- To renew AT ANY TIME, click on 'Renew to July 1 2025'

## My profile

Edit profile

My directory profile

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [⚠ Invoices and payments](#)

## Membership details

Membership level **Members - 3 - \$90.00 (USD)**  
*Bundle (up to 3 members)*  
*Subscription period: 1 year, on: July 1st*  
*No automatically recurring payments*

Membership status **Active**

Member since February 01, 2024

Renewal due on July 01, 2024

Renew to July 01, 2025

## Bundle summary

Bundle limit 3

Used so far 1

- The renewal screen will show you how many memberships are in your library, and how many have been assigned. From here you can update information on existing people, or add new people. In this example, there are three memberships, but only one has been assigned to a person. You can add your additional two people and renew.

# Membership renewal

**Renew to** July 01, 2025  
**Level** Members - 3 - \$90.00 (USD)  
Bundle (up to 3 members)  
Subscription period: 1 year, on: July 1st  
No automatically recurring payments  
**Current status** Active

Cancel

Update and next

Your profile

\* Mandatory fields

## Bundle summary

Bundle limit 3

Used so far 1

\* First name

\* Last name

Organization

Email

- Once you have made your updates and clicked through, you will see a confirmation
- Click 'confirm' to continue, 'back' to go back one screen, or 'cancel' to start over.

## Membership renewal

### Review and confirm

Renew to July 01, 2025  
Members - 3 - \$90.00 (USD)  
Bundle (up to 3 members)  
Subscription period: 1 year, on: July 1st  
No automatically recurring payments

Current status Active

Total amount **\$90.00 (USD)**



Cancel

Back

Confirm

[Your profile](#)


➤ You will see a 'pending renewal' screen.

## My profile

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

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

## Membership details

 Membership renewal initiated, not paid yet.

[View / Pay invoice](#)

[Cancel renewal and void invoice](#)

Membership level **Members - 3 - \$90.00 (USD)**  
*Bundle (up to 3 members)*  
*Subscription period: 1 year, on: July 1st*  
*No automatically recurring payments*

Membership status **Pending - Renewal**

Member since February 01, 2024

Renewal due on July 01, 2024

- Click on 'view/pay invoice' to see your invoice.

# Invoice #00005

**Balance due: \$90.00**  
 Waiting for payment  
[Void invoice and cancel renewal](#)

## Invoice details

**Balance due \$90.00**

Amount \$90.00

Invoice # 00005

Date March 09, 2024

Origin [Member renewal](#)  
Members - 3

Invoiced to Jane Smith, Test Library  
publications@nhmunicipal.org

Item	Amount
Membership renewal. Level: Members - 3. Renew to July 01, 2025	\$90.00
Invoice total	\$90.00

- You can also view your current and past invoices and check on payment status at any time by clicking on 'invoices and payments' from your profile screen

## My profile

[Edit profile](#) [My directory profile](#) **Balance due: \$90.00**

[Profile](#)
[Privacy](#)
[Email subscriptions](#)
[Member photo albums](#)
[My event registrations](#)

[Invoices and payments](#)
[Donations](#)

**Balance due: \$90.00**  
 Waiting for payment

Search  Records found: 3

Date	Transaction	Balance due
March 09, 2024	<a href="#">Invoice #00005</a> Member renewal Members - 3	<b>\$90.00</b>
March 09, 2024	Payment Write off	\$90.00 Settled Invoice #00002
February 26, 2024	<a href="#">Invoice #00002</a> Member application Members - 3	\$90.00 Settled Paid: March 09, 2024