

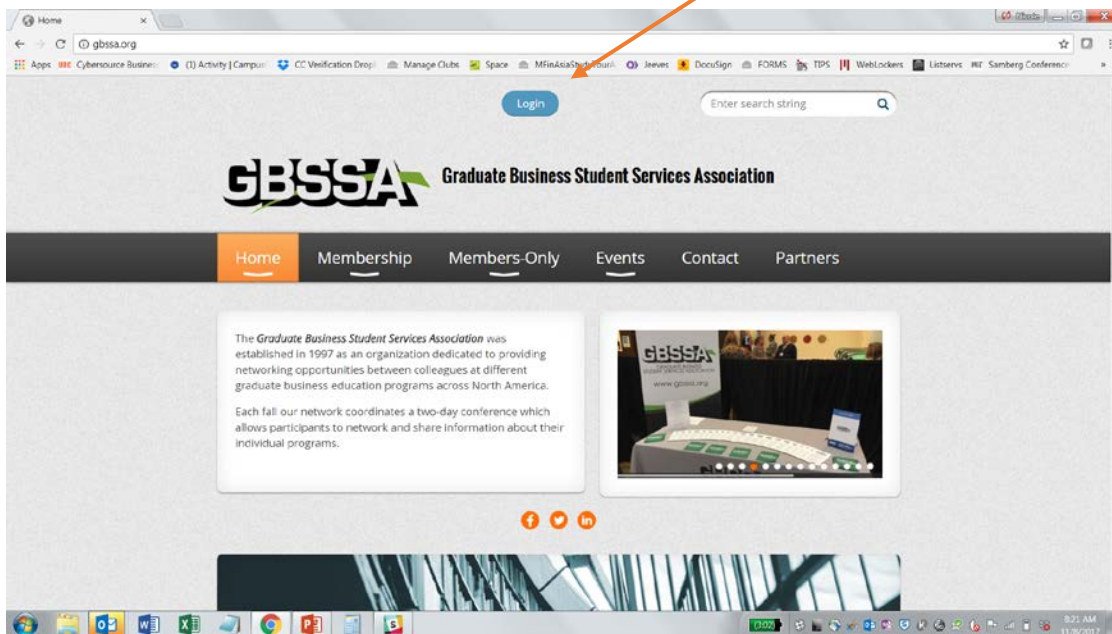
How to Manage Individuals in your School's Membership Bundle

Each member school has one person designated as the "Bundle Administrator". This person has permissions to manage the school's membership bundle information, including individuals in the bundle and membership payment.

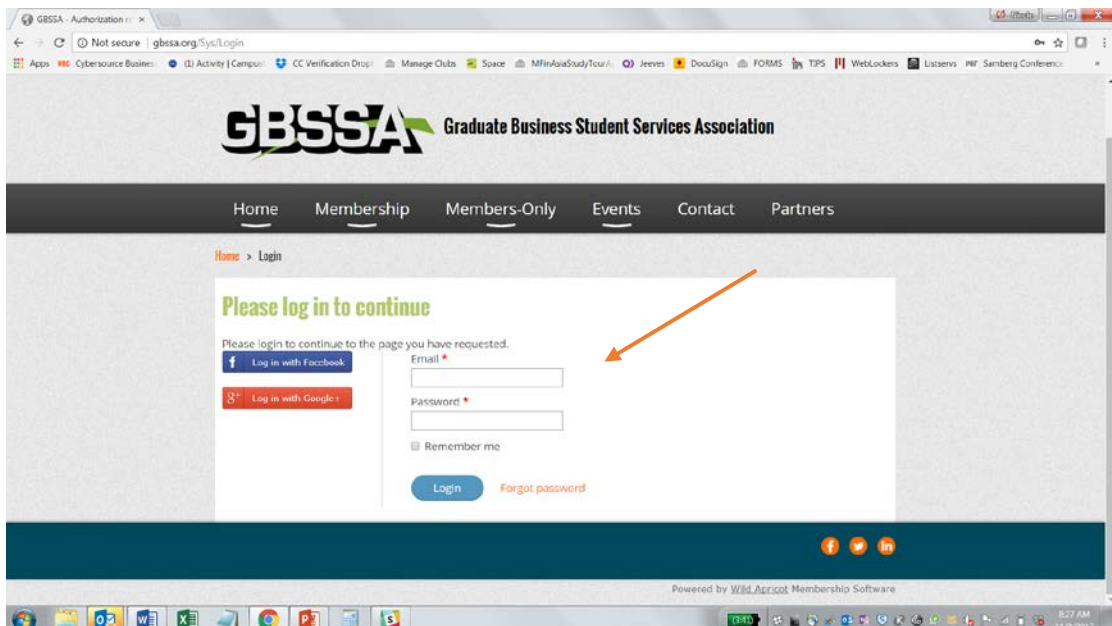
If you need to update your bundle administrator or remove someone from your bundle, please email the GBSSA Board at gbssa.board@gmail.com.

Bundle Administrators, follow these instructions to add someone to your membership bundle.

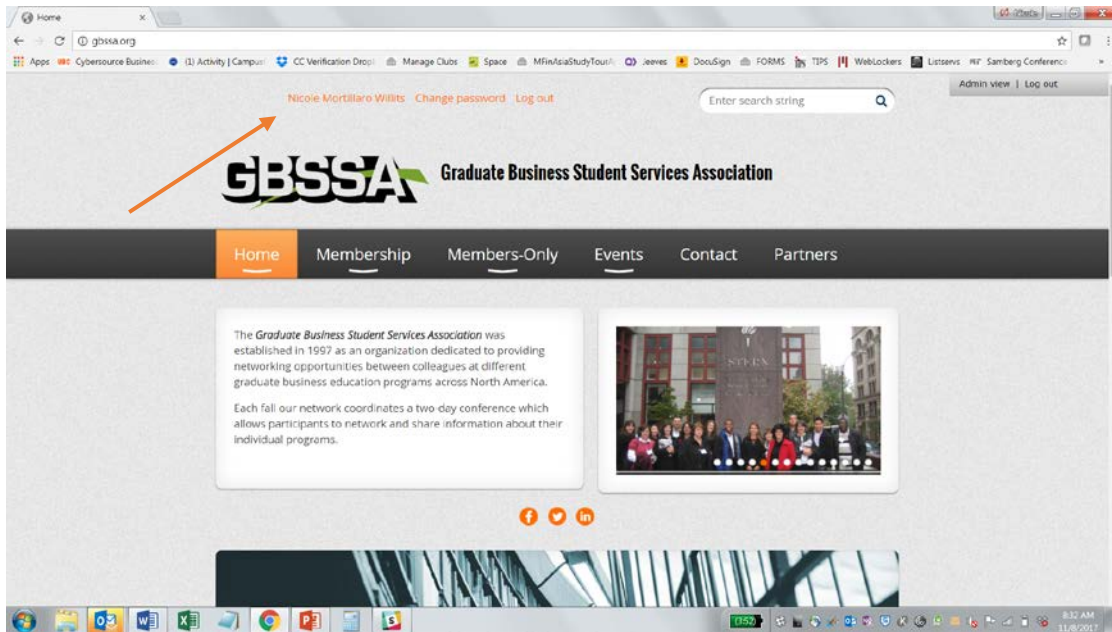
1. Click on Login on GBSSA.org homepage:



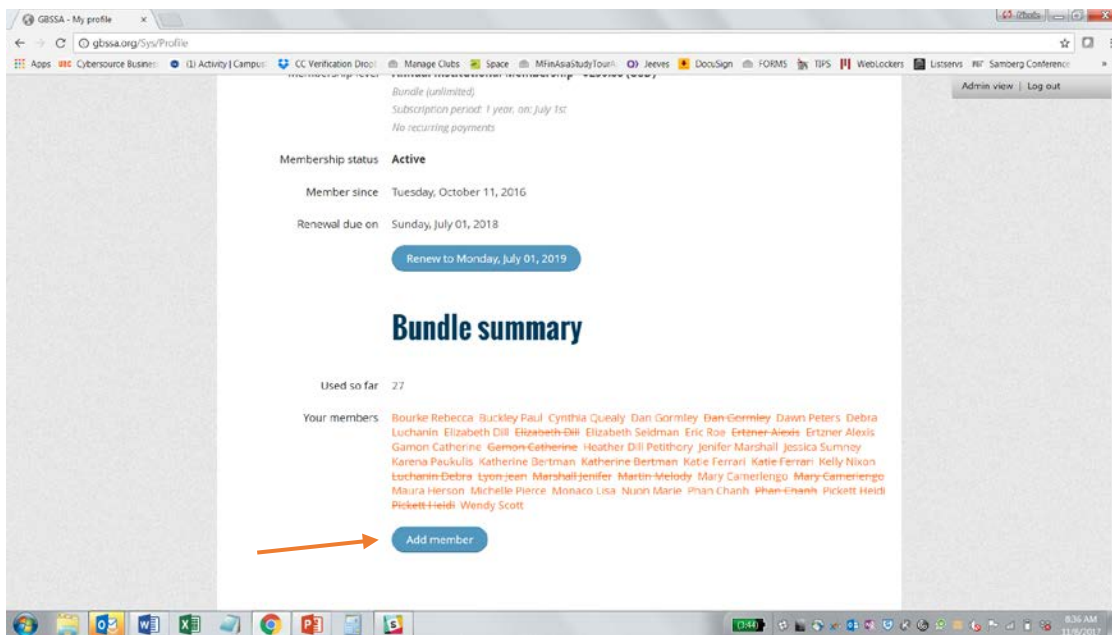
2. Enter your Login credentials:



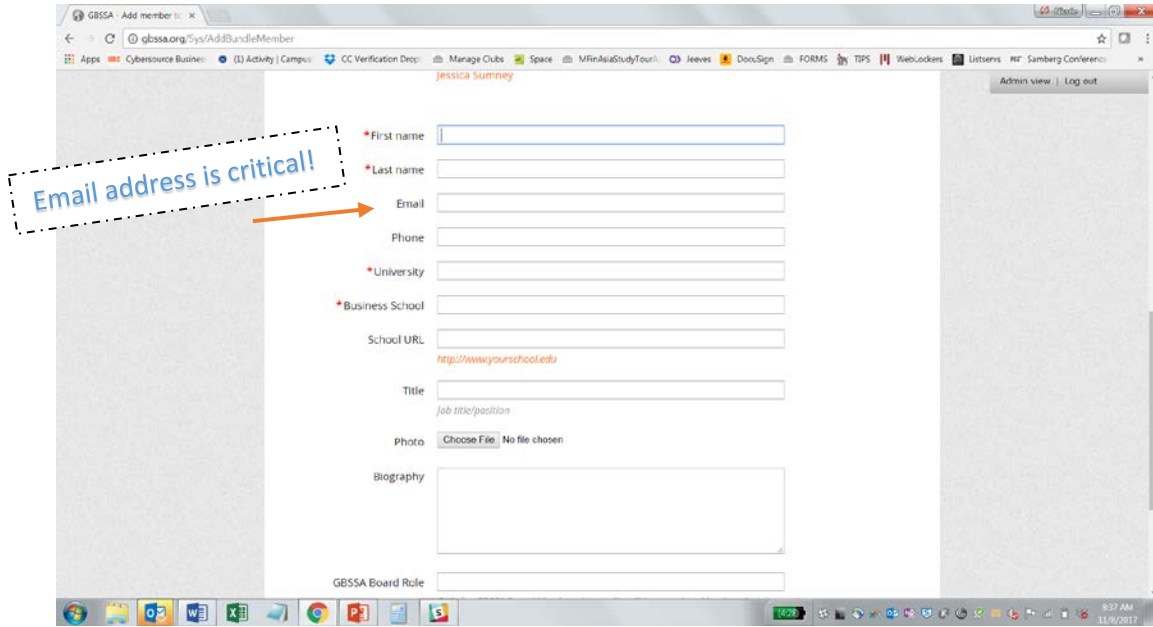
3. Click on your name, which appears at the top of the page once you successfully login:



4. Scroll down to "Bundle Summary" and click the "Add Member" button:

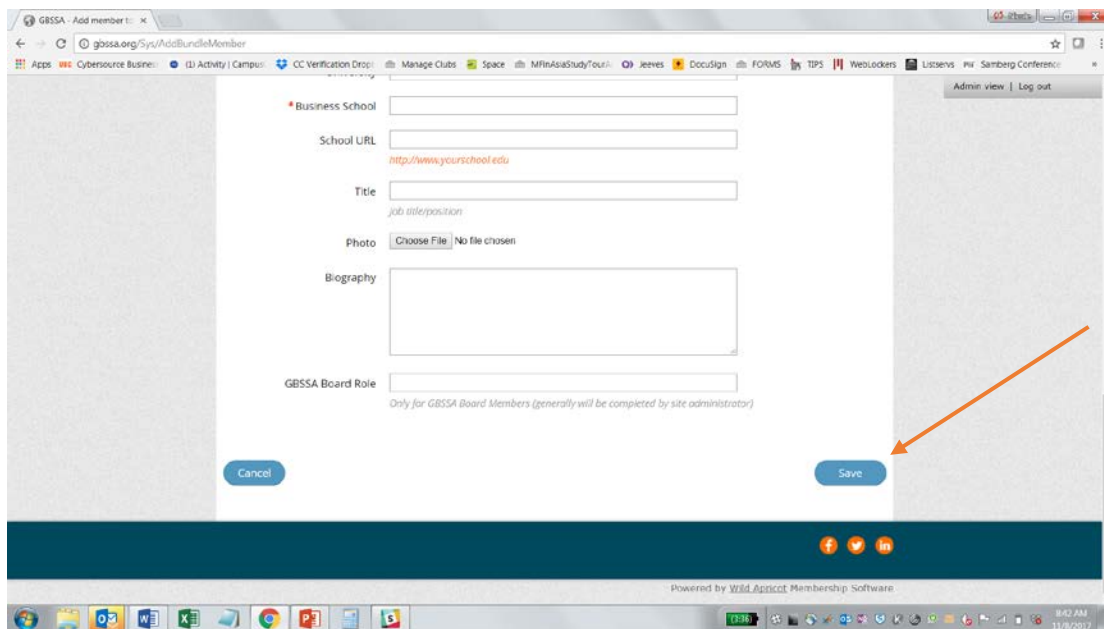


5. Complete the form. Please be sure to include the individual's email address. This is the key piece of information needed for the individual to login to the GBSSA website and register for events as a member.



The screenshot shows a web browser window with the URL gbssa.org/Sys/AddBundleMember. The page title is "GBSSA - Add member". The user's name, "Jessica Summey", is displayed at the top. The form contains the following fields: First name, Last name, Email, Phone, University, Business School, School URL (with a placeholder <http://www.yourschool.edu>), Title (with a placeholder *job title/position*), Photo (with a "Choose File" button and "No file chosen" text), Biography, and GBSSA Board Role. A blue dashed callout box with the text "Email address is critical!" and an orange arrow points to the Email field. The Windows taskbar at the bottom shows the time as 8:37 AM on 11/9/2017.

6. Be sure to click "Save" once you have completed the form:



The screenshot shows the same GBSSA Add Member form, but with the "Save" button highlighted by an orange arrow. The "Cancel" button is also visible. The form fields are the same as in the previous screenshot. The Windows taskbar at the bottom shows the time as 8:42 AM on 11/9/2017. At the bottom of the page, there are social media icons for Facebook, Twitter, and LinkedIn, and a footer that reads "Powered by Wild Apricot Membership Software".