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)

➢ You will see your membership details

➢ To renew AT ANY TIME, click on ‘Renew to July 1 2025’
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.
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.
You will see a ‘pending renewal’ screen.
➢ Click on ‘view/pay invoice’ to see your invoice.

Invoice #00005

Balance due: $90.00
Waiting for payment
View invoice and cancel renewal

Invoice details

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership renewal. Level: Members - 3. Renew to July 01, 2025</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

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

Balance due: $90.00
Waiting for payment

Date | Transaction | Balance due  |
-----|-------------|-------------|
March 09, 2024 | Invoice #00005 | $90.00 |
March 09, 2024 | Payment Write off | $90.00 Settled |
February 26, 2024 | Invoice #00002 | $90.00 Settled Paid: March 09, 2024 |