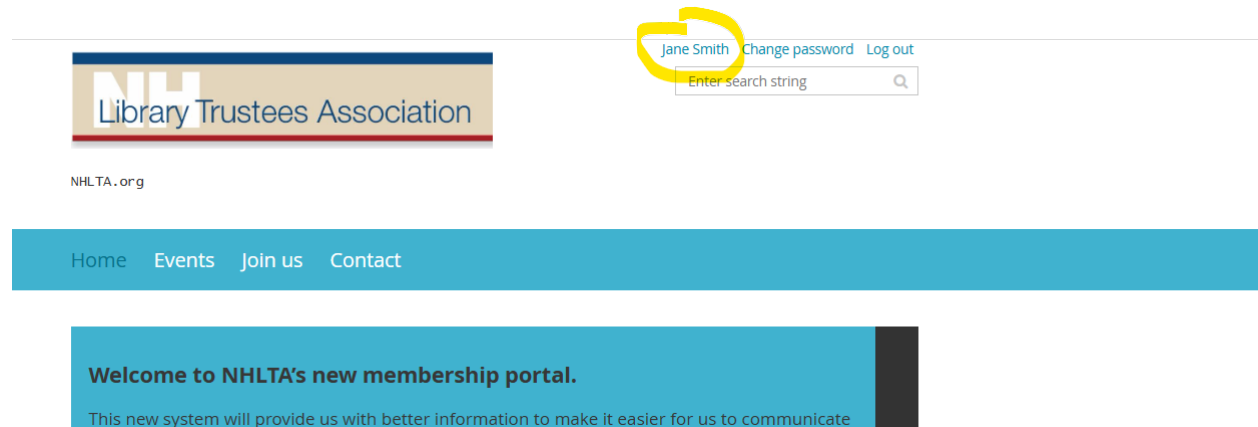


## ***To renew or change your membership level – you must be the bundle coordinator to these make changes:***

- Go to <https://nhlta.wildapricot.org>
- Log in to your account
- In the top right corner, click on your name




- You will see your profile page with your membership details and bundle summary. In the example below, there are three members: yourself, Joe Smith and Sam Smith.
- Under the 'membership details' section there is a button to renew your membership. Click on that if all you need to do is renew and follow the prompts.
- Under the 'bundle summary' section You can see that there is an 'add member' box but it cannot be chosen because your 'bundle' – the number of members in your library – is full.
- To change the number of members, click on 'change' in the membership details section.

# My profile

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

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

## Membership details

Membership level **Members - 3 - \$90.00 (USD)** [Change](#)   
*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, 2025

[Renew to July 01, 2026](#)

## Bundle summary

Bundle limit 3

Used so far 3

Your members [Joe Smith](#) [Sam Smith](#) 

[Add member](#)

➤ Choose the membership level that you would like

---

## Change membership level

Select membership level

\* Mandatory fields

- \* Membership level **Members - 10 - \$300.00 (USD)**  
*Bundle (up to 10 members)*  
*Subscription period: 1 year, on: July 1st*  
*No automatically recurring payments*
- Members - 11 - \$330.00 (USD)**  
*Bundle (up to 11 members)*  
*Subscription period: 1 year, on: July 1st*  
*No automatically recurring payments*
- Members - 12 - \$360.00 (USD)**  
*Bundle (up to 12 members)*  
*Subscription period: 1 year, on: July 1st*  
*No automatically recurring payments*

- Change any information that needs to be changed, click 'update and next' and follow the prompts.

Home Events Join us Contact

### Change membership level

**New level** Members - 7 - \$210.00 (USD)  
Bundle (up to 7 members)  
Subscription period: 1 year, on: July 1st  
No automatically recurring payments

Cancel Back Update and next

Your profile \* Mandatory fields

First name

Last name

Organization

Email

### ***To update, add or remove members***

From your profile page (log in, click on your name in the top right as shown above), click on the member that you need to update.

Renew to July 01, 2026

## Bundle summary

Bundle limit 3


Used so far 3

Your members [Joe Smith](#) [Sam Smith](#)

Add member

- You have two options. You can either UPDATE the profile to change an email address, mailing address, board role, etc, or you can ARCHIVE them if they are no longer a trustee / no longer wish to be an NHLTA member.
- You can NOT use the edit profile button to add a new person (Laura is elected as a trustee and June retired. You can't just edit June and enter Laura's information)

## My profile

 You are viewing a bundle member record.  
[Return to bundle list and your own profile](#)

[Edit profile](#)

[My directory profile](#)

[Archive](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

## 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 April 01, 2024

Renewal due on July 01, 2025

User ID 74359669

- Once you have archived your outgoing members, you will see 'add member' active in the 'bundle summary' section, and you will see your archived (former) member with a line through their name. Click on 'add member'

## Bundle summary

Bundle limit 3

Used so far 2

Your members [Joe Smith](#) ~~[Sam Smith](#)~~

Add member

- Fill out the information for the new member and click 'save'

### Add member to bundle

Add member to bundle

\* Mandatory fields

## Bundle summary

Bundle limit 3

Used so far 2

Your members [Joe Smith](#)

\* First name

\* Last name

Organization