NACAR | North American Conference of Associates and Religious

NACAR Membership Management

Guide for Primary Contacts

For Community Membership, the Listed Members and Primary Contacts are organized under what Wild Apricot calls "bundles." The Primary Contact for a community is the bundle administrator. Therefore, the Primary Contact (bundle administrator) is responsible for adding new Listed Members to the bundle, editing the information of Listed Members and removing (archiving) those bundle members who are no longer considered Listed Members of the Community.

CHANGING PRIMARY CONTACT (BUNDLE ADMINISTRATOR) for a Community

If the Primary Contact or Bundle Administrator has changed or will change, please contact us with all of the new person's information.

ADDING LISTED (BUNDLE) MEMBERS

To **ADD** members to a bundle as the bundle administrator, follow these steps:

1. Log into NACAR's website.
2. Click your name or the **View profile** link to go to your member profile.

Jane Doe   Change password   Log out

Enter search string

Management   Directory   ≡
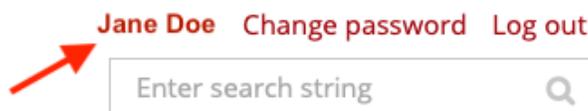
3. Under the **Bundle summary** section of your **Profile** page, click the **Add member** button.

4. Complete the membership application form on behalf of the Listed Member you want to add as a bundle member.

5. Click **Save**

6. The new record now appears. To return to your profile, click the **Return to bundle list and your own profile** link.

EDITING LISTED (BUNDLE) MEMBERS

The Primary Contact (bundle administrator) can modify a Listed (bundle) Member's profile from within the bundle administrator's profile. To modify a Listed Member's profile, click the Listed Member's name within the **Bundle summary** section of the bundle administrator's profile, then click the **Edit profile** button within the bundle member's profile. Here you can make the changes needed.
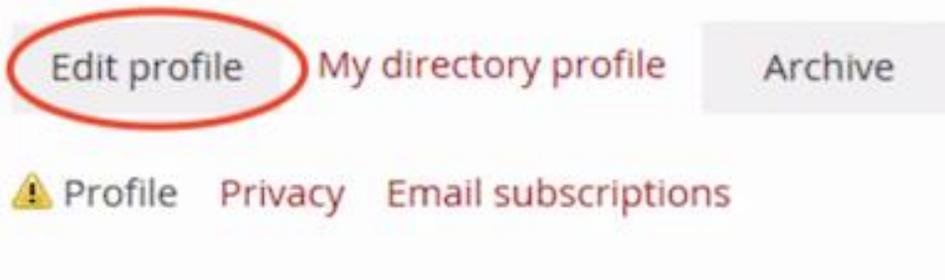

ARCHIVING OR REMOVING A LISTED (BUNDLE) MEMBER

A bundle administrator can archive a Listed Member so that the member is no longer part of the bundle. This means they will no longer receive emails from NACAR and will not have access to the member area of the NACAR website.

To archive a bundle member, follow these steps:

1. Log into NACAR's website.
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.
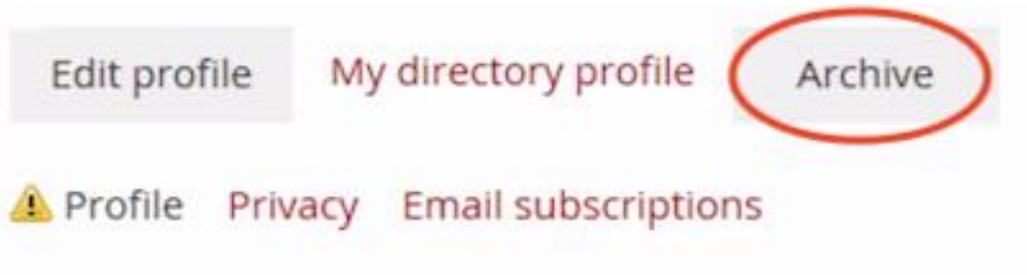
5. You can now click the **Return to bundle list and your own profile** link to return to your member profile.