

How to Add Members to Your Bundle

To change your bundle, follow screen prompts from this screen (if you are currently a Bundle Administrator, please ignore this step).

The screenshot shows the IAP2 Canada website interface. The header includes the IAP2 logo and the text 'international association for public participation CANADA'. A navigation menu on the left lists: Home, About Us, IAP2 Canada News, Member Engagement, Events and Training, Join IAP2 Canada, Contact, and Members-only. The 'Members-only' section is expanded to show a user profile for 'Ashley Dougl' with links for 'View profile', 'Change password', and a 'Logout' button. A red arrow points from the 'View profile' link to the 'Change membership level' button on the 'My profile' page. The 'My profile' page includes links for 'Edit profile' and 'My directory profile', and a sub-menu for 'Profile' with links for 'Privacy', 'Email subscriptions', 'Member photo albums', and 'Invoices and payments'. The 'Membership details' section shows: Membership level: Individual Membership - \$150, Subscription period: 1 year, No recurring payments; Membership status: Active; Member since: 28 Feb 2013; Renewal due on: 28 Feb 2014. A 'Change membership level' button is highlighted with a red arrow. Below this, a 'Renew until 28 Feb 2015' button is visible. The bottom section lists Member ID: 9382959, First name: Ashley, Last name: Dougl, Organization: SOS, and a 'Logo' label.

Sign in using your email address and password- click on *View profile*

Click on *Change membership level* button to increase the number of members in your bundle.

Home

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Join IAP2 Canada

Contact

Ashley Dougl

[View profile](#)

[Change password](#)

Logout

My profile

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

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

Membership details

Membership level **Group A Membership** - \$738.00
Bundle (up to 5 members)
Subscription period: 1 year
No recurring payments

[Change membership level](#)

Membership status **Active**
Member since 28 Feb 2013
Renewal due on 28 Feb 2014

[Renew until 28 Feb 2015](#)

Bundle summary

Bundle limit 5
Used so far 1

[Add member](#)

Click on
Add member
button

Fill in the required information for each member you would like to add to your bundle. Click *Save* at the bottom of your screen when finished.

Why Join

Member Benefits &
Services

Member Application

Contact

Ashley Dougl

[View profile](#)

[Change password](#)

Logout



Use this page to add members to your bundle.

Fill in application form

* Mandatory fields

Bundle summary

Bundle limit 5

Used so far 1

* First name

* Last name

* Organization

Logo

Choose File

No file chosen

Max size: No file chosen kels, larger images will be resized.

e-Mail

Phone

Address 1

Address 2

Fax

Work City

Province/State

Postal Code/Zip

Work Country

Alternate Email

Company or Individual

Expiration Date



The newly added member's information will show on this screen. After reviewing for accuracy, click "Return to bundle list and your own profile."

- Home
- About Us
- IAP2 Canada News
- Member Engagement
- Events and Training
- Join IAP2 Canada
- Contact

Ashley Dougl
[View profile](#)
[Change password](#)

My profile

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

[My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Membership details

Membership level	Group A Membership - \$738.00 Bundle (up to 5 members) Subscription period: 1 year No recurring payments
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Membership details

Membership level **Group A Membership** - \$738.00
Bundle (up to 5 members)
Subscription period: 1 year
No recurring payments

[Change membership level](#)

Membership status **Active**

Member since 28 Feb 2013

Renewal due on 28 Feb 2014

[Renew until 28 Feb 2015](#)

Bundle summary

Bundle limit 5

Used so far 2

Your members [dfa adfa](#)

[Add member](#)

On your profile page, your newly added bundle member will show under *Your Members*. To add additional members, start the process by clicking *Add member* and repeat the process until all members have been added.

All added members will receive an auto-generated email from IAP2 Canada with specific directions on how to log in, including a password.

For help or further information, please email info@iap2canada.ca.