

APRA

Bundle Membership Coordinator Guide

An informational guide to help you manage your organization's membership.



A membership bundle is a collection of members linked together and managed by one of their own members, aptly called the bundle coordinator... that's YOU!

The Bundle Coordinator has sole access and autonomy to add and/or archive members on their organization's bundle.

The Bundle Coordinator was formerly referred to as the Bundle Administrator

FIRST, Prep Your Bundle (3-Steps)

1

Removing (Archiving) Members

To archive a bundle member:

- Log in
- Click **your** name or the View profile link to jump to **your** profile.
- Within the Bundle summary section of **your** Profile page, click the name of the member you want to archive.



- From the member's profile that appears, scroll down to the bottom and click the Archive button.



An archived member will appear "grayed out" on the list, and remains part of the APRA contact list

STAFF MOVE TO ANOTHER AGENCY/ORGANIZATION?

- the bundle coordinator from exiting agency/organization will *Archive* the staff member
- the bundle coordinator from the receiving agency/organization will *Add* the staff member

This **will** create two (2) accounts for the same person, with two different email addresses and will cause both login and registration issues; therefore, if the **receiving** bundle coordinator is aware of the move, one of the following is recommended:

- a) the bundle coordinator requires the staff member to notify APRA via email to request an account merge
- b) the bundle coordinator notifies APRA via email to request an account merge on behalf of the staff member

2

Adding Members to Your Bundle

Adding members to your organization's bundle:

- Navigate to azpra.org
- Click **your** name or the view profile link to jump to **your** profile.



- Scroll down to the Bundle Summary section of **your** profile and click the "Add member" button.

Membership details	
Membership level	Families - \$50.00 (USD) Bundle (up to 25 members) Subscription period: 1 year No recurring payments
Membership status	Active
Member since	03 Aug 2012
Renewal due on	03 Aug 2013

Bundle summary	
Bundle limit	25
Used so far	3
Your members	Christine Barrett Eileen Barrett

[Add member](#)
Add member to your bundle

New bundle members can have different join dates but they will all share the same renewal date of January 1.

Bundle limit is determined by your organization's membership level.

- Complete the membership application form on behalf of the staff member you want to add to the bundle
- Click Save

APRA TEAMS: professional interest groups

TEAMS are a group of like-minded professionals connected by unique job functions or personal interests.

In 2020, APRA launched the TEAMS initiative with member support and professional engagement as its core functions.

Each of the 14 professional TEAMS are led by active APRA members who volunteer their time, energy and expertise to organize and execute a variety of interactions for their teammates (small group collaborations, virtual/in-person roundtables, relevant industry speakers, socials and even tournaments).

Being part of an APRA TEAM can generate exciting new opportunities for professional development, industry collaboration and meaningful, long-lasting connections; therefore, **when adding members to your bundle, please do one of the following:**

- a) ask the staff member to select one or more TEAMS that you can include in their professional profile
- b) use their job title and/or job functions to select the TEAMS that would best support their role

Review a description of each TEAM [here](#).

Professional Certifications

AFO	Aquatic Facility Operator	CTRS	Certified Therapeutic Specialist
AICP	Certified Planner	CYSA	Certified Youth Sports Administrator
CFEE	Certified Festival and Event Executive	G P C	Grant Professionals Certification
CGCS	Certified Golf Course Superintendent	I.S.A	Certified Arborist
CPO	Certified Pool Operator	L G I	Certified Lifeguard Instructor
CPM	Certified Public Manager	I.S.A	Municipal Specialist
CPP	Certified Program Planner	L G I	Certified Lifeguard Instructor
CPRE	Certified Park and Recreation Executive	P L A	Professional Landscape Architect
CPRP	Certified Park and Recreation Professional	P M P	Project Management Professional
CPSI	Certified Playground Safety Inspector	P T R	Professional Tennis Registry
CSCS	Certified Strength/Conditioning Specialist		Certification not applicable

3

Edit Member Profile Information

Staff promotions, new certifications, new titles, division changes?

As a bundle coordinator you can either remind your staff to modify/update their professional profiles OR you can do so for them.

To modify a bundle member's profile:

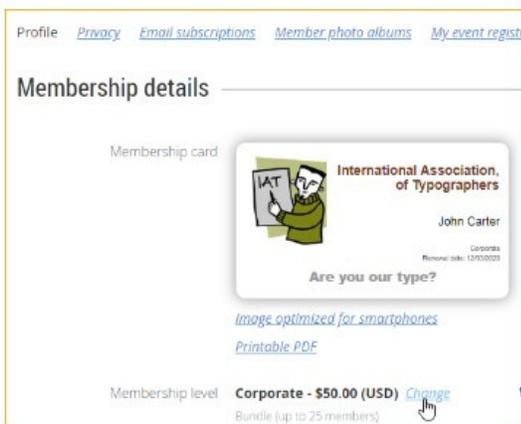
- click the bundle member's name under the Bundle Summary section of your profile, then
- click the Edit profile button within the bundle member's profile to make changes.
- click save if the option is available.

4

Need To Change Your Bundle Level?

As a bundle coordinator you have the autonomy to upgrade the bundle to a higher capacity bundle level, **from December 18th to December 31st only.**

- Login to your account to access your profile
- Click the "Change" link beside your current membership level
- Select the new bundle level and continue the renewal process



← Change link

Changes to bundle levels after the annual renewal period cannot be made using the "change" link. Doing so will create an invoice for the full cost of the new bundle level.

If your organization wants to increase the bundle capacity to access conference registration discounts for additional staff and only pay the difference between the current and requested level, the request must be received 60 days prior to the first day of the 2023 conference.

How to request a bundle level change:

- Review the [bundle level options](#) and decide which level is needed
- Email APRA staff with your request admin@azpra.org

APRA staff will then generate and email a new invoice for the difference between your current membership bundle and your upgraded bundle.

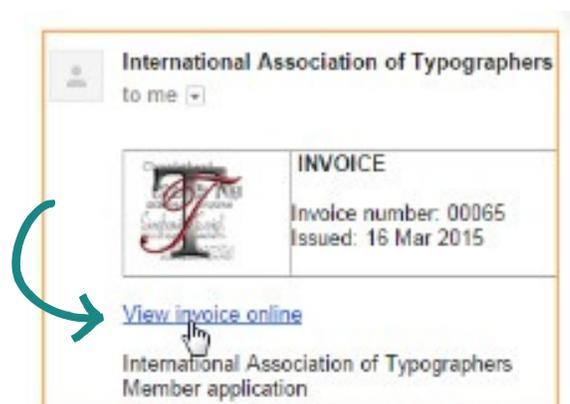
Friday, May 24th, 2024 is the deadline to request an upgrade to your organization's bundle membership if additional memberships are needed for the annual conference. Membership access will reopen on September 2nd.

Renewal Options & Communication

All members on your bundle will receive renewal reminders and notifications; however, **only you**, the bundle coordinator can renew on behalf of your organization's entire bundle.

Option 1:

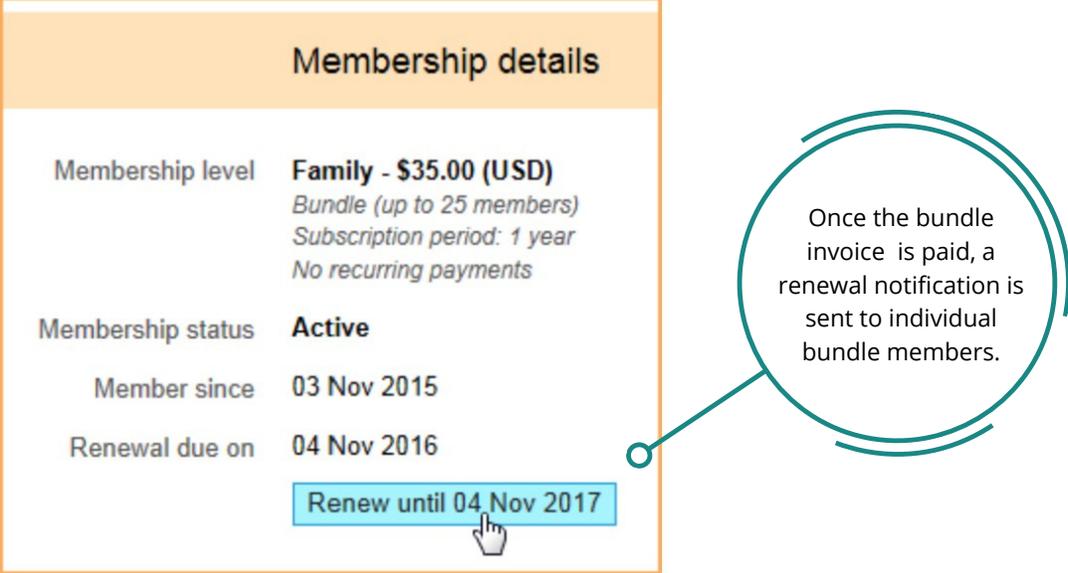
A reminder to renew will be emailed to you (as the bundle coordinator) 14 days before the membership renewal date of January 1st. You can click the **View invoice online** link to log into your account to renew.



Renew as early as December 18th through this link.

Option 2:

As a bundle coordinator, you will renew your organization's membership bundle directly from **your** profile page... click the Renew button and follow the prompts.



The screenshot shows a 'Membership details' card with the following information:

Membership level	Family - \$35.00 (USD) <i>Bundle (up to 25 members)</i> <i>Subscription period: 1 year</i> <i>No recurring payments</i>
Membership status	Active
Member since	03 Nov 2015
Renewal due on	04 Nov 2016

At the bottom of the card is a blue button labeled 'Renew until 04 Nov 2017' with a mouse cursor pointing to it. A callout box with a teal border and double-line effect points to the button, containing the text: 'Once the bundle invoice is paid, a renewal notification is sent to individual bundle members.'

After clicking the Renew button:

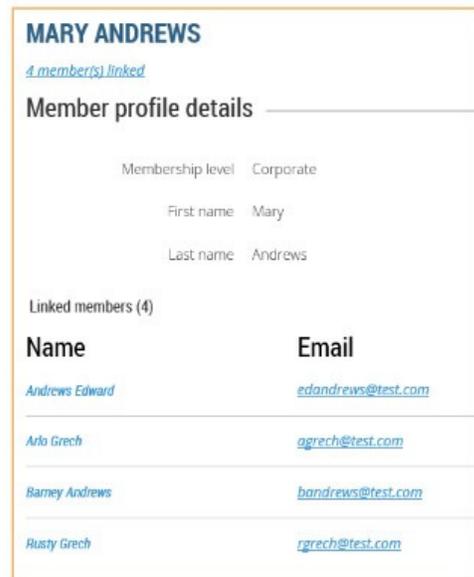
- Review and update any needed membership details
- Click the Update and Next button
- Click the Confirm button to confirm the renewal request
- You will then be taken to the Invoices and payments page where you can pay for the renewal invoice on behalf of your organization.

Industry Partners

An annual APRA membership is included in *many* of the sponsorship packages for the annual conference. If you intend to sponsor you will still complete the renewal process as noted above, but you will not pay the generated invoice at that time. Once you have registered and paid for your booth(s) and sponsorship, APRA staff will activate your membership.

Hiding Your Bundle Member List

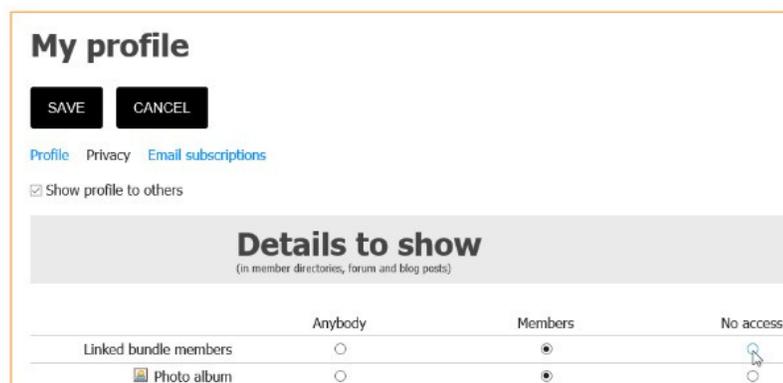
By default, a list of bundle members is displayed on the bundle coordinator's profile (accessible via a member directory).



On the profiles of individual bundle members, a link to you as the bundle coordinator appears.



If you choose to hide the list of bundle members on your profile, you can change the Linked bundle members setting on the Privacy Tab of **your** member profile.



Changing Bundle Coordinators

Bundle coordinators are required to be on the bundle in order to access the membership and make needed changes/updates.

At this time only APRA staff has access to switch a bundle coordinator to another bundle member. If a change is needed, please email your request directly to APRA admin@azpra.org

After another member is made the bundle coordinator, the previous bundle coordinator becomes a regular bundle member.

Renewal Timeline

Monday, December 18th - 1st renewal notification. Bundle Upgrade option open.

Monday, December 25th - 2nd renewal reminder.

Monday, January 1st, 2024 - Annual Membership Renewal Day! 3rd renewal reminder.

Monday, January 8th, 2024 - Grace Period renewal reminder.

Wednesday, January 31st - Non renewed bundles lapse; members are suspended.



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We offer our sincerest gratitude for your ongoing dedication to APRA, to your organization, and for your unwavering support for the professional development of every individual staff member on your bundle.

Thank You!



Samantha Christiani | APRA Executive Director

Krista VanderMolen | APRA Deputy Director