

HOW TO ADD A BUNDLED MEMBERSHIP.

- This purpose of this how-to guide is to help bundle administrators of Institutional Memberships to add new individuals to their bundle.
- A bundle is a benefit of institutional active members to allow staff all the benefits of membership at no additional cost.

Step 1: The bundle administrator will need to log into the [SEMC website](#) at the top right of the page. Please note that if the administrator does not remember the password, there is an easy link below the login to reset a password.

The screenshot shows the SEMC website home page. At the top right, there is a login form with fields for "E-mail" and "Password", a "Remember me" checkbox, and "Login" and "Forgot password" buttons. This login area is circled in red. Below the login area is a navigation menu with links: HOME, ABOUT SEMC, JOIN SEMC, SUPPORT SEMC, JOBS & REGIONAL NEWS FORUM, CALENDAR - SEMC EVENTS, ANNUAL MEETING, RESOURCES & SERVICES, and CONTACT US. The main content area features a banner for the "SEM 2011 Annual Meeting" in Greenville, South Carolina, with a "Conference Flyer" link and an "EXHIBITOR Registration OPEN for ALL Vendors" notice. A "NEWS UPDATES" section is visible at the bottom.

Step 2: Select the link for "View profile".

This screenshot is identical to the one above, but with the "View profile" link in the top right corner circled in red. The "View profile" link is located below the "Forgot password" link. The rest of the page content, including the navigation menu and the SEM 2011 Annual Meeting banner, remains the same.

Step 3: Select the "Add member" button under the Bundle summary section.

The screenshot shows the SEMC website interface. At the top left is the SEMC logo with the tagline "Your Network of Museum Professionals". To the right is the "Southeastern Museums Conference" header. In the top right corner, there are links for "Test Tester", "Change password", and "Logout". A dark sidebar on the left contains a navigation menu with items like HOME, ABOUT SEMC, JOIN SEMC, SUPPORT SEMC, JOBS & REGIONAL NEWS FORUM, CALENDAR - SEMC EVENTS, ANNUAL MEETING, RESOURCES & SERVICES, CONTACT US, and MEMBER-ONLY. The main content area is titled "My profile" and includes links for "Edit profile", "My directory profile", "Profile", "Privacy", "E-mail subscriptions", and "Member photo albums". Under the "Membership details" section, it shows "Membership level: s. Institution - Category 5 (\$550.00 US\$)", "Membership status: Active", and "Renewal due on: 1 May 2012". Below this, there is a section for "Used so far" with an "Add member" button circled in red. At the bottom of this section, member details are listed: Member ID: H43110, First name: Test, Middle Name, Last name: Tester, and Job Title.

Step 4: Complete the required information in the application form. It is also required to include the new members email address in the application form as that will be part of the bundled member's login credentials to access member-only areas of the website and make changes to their profile.

The screenshot shows the "Fill in application form" page. At the top, there is a blue banner with an information icon and the text "Use this page to add members to your bundle." Below this is the "Application form" header with a "Mandatory fields" indicator. The form is titled "Bundle summary" and shows "Used so far" with a dropdown menu. The form contains several input fields: Member ID (with a note "This field will be generated automatically"), First name, Middle Name, Last name, Job Title, Organization, e-Mail, Website, and Personal or Institutional Photo/Logo. There is a "Mail to Preference" section with radio buttons for "Primary" (selected) and "Secondary". Below this are sections for "Primary Street Address" (Address 1, Address 2, City, State, Postal Code) and "Primary Phone" (Primary Fax Phone). A "Secondary" address section follows with fields for Secondary Street Address (1, 2), City, State, Postal Code, and Phone (Secondary Phone, Secondary Fax Phone). At the bottom, there is a "Non USA Enter Address Information Here" section.

Step 5: Continue completing the application requirements and issue a first-time password for the new member. This can be changed to a more personal password by the new member when they login for the first time. Once complete, click the "Save" button to finish.

The screenshot shows a web form for creating a new member. Under the heading "How Did You Hear About Us?", there are radio button options: Postcard, Email, Member of SEMC, Internet Search, and Other. Below this are two text input fields labeled "Password" and "Confirm password", both of which are circled in red. The "Additional Information" section contains two main categories: "Museum Type" and "Affinity Groups/SPC". "Museum Type" includes checkboxes for Aquarium, Arboretum, Art, Children's/Youth, General, History, Historic House/Site, Natural History, Planetarium, Science/Technology, Specialized, and Zoo. "Affinity Groups/SPC" includes checkboxes for American Association for Museum Volunteers (AAMV), Association of College & University Museums & Galleries (AACUMG), Committee on Audience Research and Evaluation (CARE), Committee on Museum Professional Training (COMPT), Development & Membership Committee (DAM), Educators Committee (EDCOM), Emerging Professionals Group (ENG), Historic House Museums Affinity Group (HHMAG), Museum Store Affinity Group, National Association for Museum Exhibitions, PR & Marketing Committee (PRAM), SEMC Curators Committee (CURCOM), Southeastern Registrars Association (SERA), Southeast Regional Conservation Association (SERCA), Small Museum Administrators Committee (SMAC), SEMC Technology Committee, and Southeastern Traveling Exhibitions Group (SETEG). A "Save" button is located at the bottom right of the form, also circled in red.

Step 6: If you should get the popup error that the email is already in use, it is because the member already holds an individual membership with SEMC. Respecting that some individual may want to continue as separate individual member, The Bundle Administrator will need to confirm with the member that they do want to be converted into a bundle member of the institution. The administrator may then contact the SEMC staff to have this member converted. A simple email to membershipservices@semcdirect.net will get this conversion completed in a couple of business days. **Please include the institution name, bundle administrator contact information, and bundled member information (name, email, address, and phone)**

