



When you login to your organizational membership and click “view profile” you will notice that you have a new option: to add members of your staff, volunteers, and/or board members to your MANY membership.

Previously, organizational memberships had one account holder and a secondary email address. With the introduction of member bundles, all organizational members can now add up to nine additional contacts, “bundle members,” who will have access to all MANY Member benefits. We are thrilled to expand the value of your membership without any additional cost to your museum.

Terms to know:

Bundle Administrator: your current account holder will become the Bundle Administrator. The Bundle Administrator has access to billing and renewals, and can add the other contacts (Bundle Members) to the Bundle.

Bundle Member: these are the additional contacts the Bundle Administrator can add to your organizational bundle. Bundle Members will receive an activation email and instructions for logging in and accessing members-only pages.

Your Organizational Membership will have one Bundle Admin and up to nine Bundle Members.

Site Administrator: MANY staff are the Site Administrators and are the only ones who can assign new Bundle Admins and change or remove bundle members from an account.

Who should be the Bundle Admin?

- The Bundle Admin is the only one who can pay member renewals and add Bundle Members to the account. You may want to make your business manager the Bundle Admin for example, so they can more easily manage payments. Other staff can access the full extent of [MANY Member resources](#) when added as Bundle Members.

How do I change the Bundle Administrator and/or add Bundle Members?

1. Complete the [online form](#) (also listed on the [Member Resources page](#)) to submit a change request and add Bundle Members;
2. find your membership User ID, a unique 8-digit number in your contact information in your member profile and your membership level;
3. enter them in the appropriate form sections;
4. submit the form!