

ASTD Maryland Welcomes You as a Corporate Member

Take a few moments to review the information on this page so you can get started with managing your corporate membership with ASTD Maryland.

Bundle Administrator Overview

Corporate Membership allows all employees of your organization to partake of the benefits membership in ASTD Maryland has to offer. We refer to corporate memberships as a "bundle".

Each bundle has an administrator from their organization. The bundle administrator may add or delete members from their corporate membership bundle at any time. This enables your staff to take advantage of member-level pricing on programs and events and ensures that they receive information on chapter news and upcoming events.

All bundle members will share the same **Membership Status**, **Renewal due on** and **Membership Level** settings.

Once activated the **Bundle administrator** can :

- Add new members up to the bundle limit
- Edit or archive existing bundle members

You may change your bundle administrator if necessary by contacting the [Director of Membership](#).

Adding Members in your Bundle

1. Log-in to the website as the bundle administrator. (Contact the [webmaster](#) if you have any problems logging in.)
2. Click on "**View profile**" located in the left navigation pane. (Under your name.)
3. Under the Bundle summary heading click on "**Add member**".
4. You will be prompted to complete a member application. Enter all required information and click on "**Save**".
 - You only have to complete the required information. The bundle member can complete the rest of the profile once they have been added.

Removing Members from your Bundle

1. Log-in to the website as the bundle administrator. (Contact the [webmaster](#) if you have any problems logging in.)
2. Click on "**View profile**" located in the left navigation pane. (Under your name.)
3. Under the Bundle summary heading click on the name of the bundle member you wish to remove from your bundle.
4. Click the "**ARCHIVE**" button which will remove them from your bundle and archive their record. At this point, they are no longer counted towards your bundle limit and they can't log-in as a member, get member rates, etc....
5. You can restore them as a bundle member by clicking on their name under the bundle summary heading and then clicking on "**Restore**".
6. To permanently remove the contact from your bundle, the bundle administrator must send an email to our [webmaster](#) with the name of the contact to be removed.

Bundle Members

Bundle members can also log into the site separately to access restricted pages and update their own profiles. See the [Getting Started as a New Member](#) page for more information.