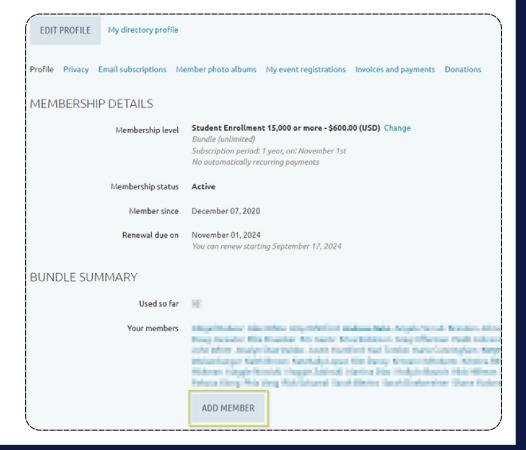


- Only **Bundle Coordinators** are able to add or archive bundle members.
- The membership invoice must be paid in full before a Bundle Coordinator has access to add/archive members.

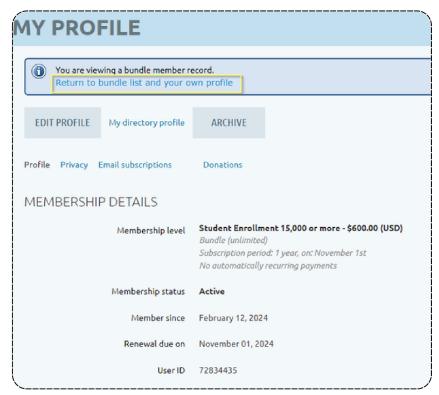
From the MASFAA homepage, log in and view your profile.



Refer to the Bundle Summary of your Profile for a list of your current Bundle Members.



To add a new member, click the button.



Enter in all known information, especially the member's email address.

Once the information is saved, you will be taken to the Member's complete profile. Click the link to return to your own profile.

New members are sent an email with a temporary password to set up their MASFAA account and can change it once logged in.

To archive a member no longer part of your organization/institution, click on the member's name in your Bundle Summary to view their profile.

In their profile, click the Archive button at the top.

Members are archived for 3 years and then deleted.

