MEMBER GUIDE



Our main contact from your organization is called the "bundle coordinator." This role is responsible for:

- Renewing membership dues each year
- Adding colleagues to bundle
- Registering 1 FREE summit ticket
- Voting on board slate (nonprofits only)
- Getting your website linked to our member badge
- Updating your profile page

The following tips will you maximize your Prosperity Indiana membership:

	LOG IN TO PORTAL	 Select LOGIN on prosperityindiana.org (top right) Enter email address and password Select FORGOT PASSWORD to reset, if needed
\$	RENEW MEMBERSHIP	 Dues expire each year on Dec 31; invoices are emailed to the bundle coordinator each year in November Renew early and get 1 FREE ticket to summit Pay by credit card from profile page, ACH directly via bank, or mail a check
	UPDATE YOUR MEMBERSHIP BUNDLE Add up to 50 colleagues!	 The bundle coordinator logs into the website From profile page, select the MEMBERSHIP tab Select ADD MEMBER (on right) and search for individual (if not already in the database, you will be prompted to add the individual's contact information. To remove a name, select it and then select ARCHIVE
	FOLLOW US ON SOCIAL MEDIA	@ProsperityInd ProsperityIndiana
Ì	LINK TO OUR WEBSITE And drive traffic to yours!	 Log into the website From your profile page, select MEMBER PORTAL On portal menu, select MEMBER BADGE SAVE the badge image to your device UPLOAD image to your website page LINK image to https://prosperityindiana.org
	FIND AND SHARE RESOURCES	 Resources are in two locations - select RESOURCES on website's main menu OR log into the website and select the MEMBER PORTAL On the portal menu, select RESOURCE LIBRARY SEARCH by topic To add data to the portal, email dstroud@prosperityindiana.org
	MEMBER DIRECTORY	 Log into the website and enter the MEMBER PORTAL Select MEMBER DIRECTORY Search by name, industry, organization, county, and region A printable list of the previous year's members can be found on the main website. Select ENGAGEMENT then MEMBERSHIP and scroll to the bottom

	JOIN A COALTION OR PROGRAM	 On the website menu, select PROGRAMS Select a program on the drop down Contact the person listed or email info@prosperityindiana.org For a printable list of all programs, select ENGAGEMENT and then MEMBERSHIP Scroll to the bottom and select PROGRAM SHEETS
	DOWNLOAD MOBILE APP	 login to the website From the member portal, select DOWNLOAD MOBILE APP Or from your mobile device, search for the WILD APRICOT APP Login with email address and password Find events, resources, member directory
%	SAVINGS ON TRAININGS & EVENTS	 TO RECEIVE MEMBERSHIP DISCOUNTS, you must be logged into the website BEFORE you register for an event After logging in, select UPCOMING EVENTS from the main website menu Register per usual
	ATTEND OR HOST A REGIONAL MEETING	 We hold 6 regional meetings in June/July and up to 6 more Policy Pizza meetings in the fall Legislators, financial institutions, and nonprofit community leaders network and learn together Contact membership@prosperityindiana.org for information on hosting a regional meeting
	JOIN THE BOARD OR COMMITTEE	 On main website menu, select ABOUT US Select BOARD and complete application; submissions are collected year round; the slate is voted on in December If interested in joining a committee, contact membership@prosperityindiana.org
Î	LEGISLATION TRACKER & POLICY ALERTS	 Inside the membership portal, select LEGISLATION TRACKER for a comprehensive list of priorities On the main main menu, select ADVOCACY to find policy action items
	COMMUNITY LEADER AWARDS	 From website menu, select ENGAGEMENT and SUMMIT Select AWARDS to view descriptions of our four signature awards Complete the application Nominations are collected in the fall each year and winners are announced at the annual summit in February
	BE A SPONSOR	 Select ENGAGEMENT To see list of opportunities, select SPONSORSHIP Contact Aspen Clemons at aclemons@prosperityindiana.org
	SHARE YOUR NEWS	 Email your organizations events, highlights, job postings to dstroud@prosperityindiana.org We will add to our monthly member newsletter and/or share on social media