

Our main contact from your organization is called the "bundle administrator." 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 Jan 1; invoices are emailed to the bundle administrator each year on November 1
- 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 MEMBERSHIP BUNDLE

*Add up to 50 colleagues!*

- The bundle administrator 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



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## 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 & 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 [rodonohue@prosperityindiana.org](mailto:rodonohue@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 COALITION OR PROGRAM

- On the website menu, select PROGRAMS
- Select a program on the drop down
- Contact the person listed or email [info@prosperityindiana.org](mailto: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



## SAVE 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
- These are one day events that include lunch
- Legislators, financial institutions, and nonprofit community leaders network and learn together
- Contact Rita O'Donohue if interested in hosting a regional meeting



## JOIN THE BOARD OR A COMMITTEE

- On main website menu, select ABOUT US
- Select BOARD and complete application; submissions are collected year round; the slate is voted on in January
- If interested in joining a committee, contact [membership@prosperityindiana.org](mailto:membership@prosperityindiana.org)



## 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 Rita O'Donohue at [rodonohue@prosperityindiana.org](mailto:rodonohue@prosperityindiana.org)



## SHARE YOUR NEWS

- Email your organizations events, highlights, job postings to [mpainter@prosperityindiana.org](mailto:mpainter@prosperityindiana.org)
- We will add to our monthly member newsletter and/or share on social media