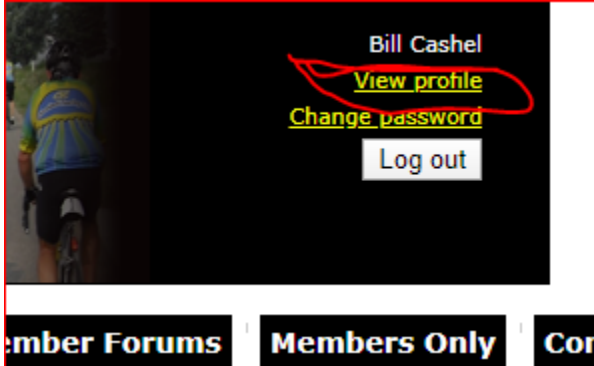


To add members to your "Family" bundle as the bundle administrator, follow these steps:

1. Log into the CTC main web site.
2. AT Right Upper Corner of page, Click the **View profile** link to jump to your member profile.



3. Within the **Bundle summary** section of your **Profile** page, click the **Add member** button.

A screenshot of the "My profile" page. At the top, there's a header "My profile" with an "Edit profile" button and a "My directory profile" link. Below are navigation tabs: "Profile", "Privacy", "Email subscriptions", "Member photo albums", and "Invoices and payments". The main content is divided into two sections: "Membership details" and "Bundle summary".
Membership details:
Membership level: **Families - \$50.00 (USD)**
Bundle (up to 25 members)
Subscription period: 1 year
No recurring payments
Membership status: **Active**
Member since: 03 Aug 2012
Renewal due on: 03 Aug 2013
Bundle summary:
Bundle limit: 25
Used so far: 3
Your members: [Christine Barrett](#) [Eileen Barrett](#)
At the bottom of the bundle summary section, there is a blue "Add member" button. A mouse cursor is clicking on it, and a tooltip says "Add member to your bundle".

4. Complete the membership application form on behalf of the person you want to add as a bundle member. Enter new family members own email address (if they have one), or leave blank.
5. Click **Save**.
6. The new bundle member's record now appears. To return to your profile, click the **Return to bundle list and your own profile** link.