



State Chapter Bundle Roster Update

Tasked to: Chapter Bundle Coordinator

Definitions

- Chapter Bundle Coordinator – State PT Chapter member that is appointed to maintain Chapter’s PTN Membership Bundle
- State PT Chapter or BO Chapter PT Subcommittee referenced as State Chapter

Renewing State Chapter’s PTN Membership Bundle - visit [Renewing Bundle Members](#)

- PTN Membership is Jan 1 through Dec 31;
- PTN invoice sent annually each December to Chapter Bundle Coordinator;
- Upon renewal, **existing** Bundle members will be updated as PTN members. You are encouraged to remind your State Chapter members to update their profile at permittechnation.org.

Maintaining State Chapter PTN Membership Bundle

It is **critical** you archive bundle members who are no longer members of your State Chapter. Leaving non-members shown as active in your PTN bundle, will increase your PTN Chapter membership load which may then increase your annual dues amount.

- Visit [Removing a bundle member](#) for archiving those who are no longer a member of you State Chapter;
- Complete a review of bundle members at a minimum annually;
- Archived bundle members will remain on the bundle member list until deleted by an Account Administrator. Archived names will be in black font and will not count towards total active members.

New Bundle Members – Visit [Adding members to a bundle](#)

- Chapter Bundle Coordinators are asked to manually add <5 new members (i.e., please do not send new State Chapter member(s) 1 or 2 at a time to PTN Admin);
- >5 members, send a State Chapter new membership roster as a .csv file to info@permittechnation.org;
- Use roster template found at [TipSheet WA Chapter Bundle Import Roster Template.csv](#);
- Read, *Preparing the import file* then skip down to *Adding or Updating bundle members*.