



# Jurisdiction Bulk Membership Roster Update

**Tasked to:** Bundle Coordinator, visit [Wild Apricot Bundle Coordinator Guide](#) for full information.

## Definition

- Bundle Coordinator (BC) – The person tasked with maintaining a Jurisdiction Bulk Membership.
- Jurisdiction Bulk Membership (JBM) - A JBM allows jurisdictions to register multiple employees, each as an Individual Member, at \$25.00 PER PERSON, payable on one invoice for total sum.

This membership is for any person who is employed by/for a governmental entity and is actively engaged in the administration and enforcement of building codes and all related ordinances. An Individual Member has voting rights and can hold no more than one elected office.

**NOTE** - Please be aware, if your employee is currently a member of a State PT Chapter and that State PT Chapter is a PTN Chapter Member, your employee is **automatically** a Chapter Member of PTN *without voting rights*.

**RENEWING MEMBERSHIP BUNDLE** visit Wild Apricot Help: [Renewing Bundle Members](#)

- PTN Annual Membership is Jan 1 - Dec 31; PTN invoice sent annually each December to BC.
- Upon paying renewal invoice, existing bundle members will be updated as active PTN Individual Members.
- You are encouraged to remind your employees to update their profile at [permittechnation.org/profile](http://permittechnation.org/profile).

**Maintaining PTN Membership Bundle** – Visit Wild Apricot Help: [Removing a bundle member](#)

- Jurisdiction BCs are encouraged to archive individuals once they separate from service at jurisdiction to avoid invoicing for the vacated member spot; see *Removing a bundle member*. If the employee is replaced within the PTN Annual Membership Year (Jan 1-Dec 31), see below, *Adding Members to a bundle* to fill this vacated member spot.
- Archived bundle members will remain on the BC's Membership tab, Members List, in black font and will not count as active members.

**New Bundle Members** – Visit Wild Apricot Help: [Adding members to a bundle](#)

- On the above link, *WA Help - Adding members*, read - *Preparing the import file* (for >5 new employees) then skip down to *Adding or Updating bundle members*.
- BC is asked to manually add <5 new members to the bulk membership bundle.
- >5 members, please send a send a JBM Import Roster, see below, to [info@permittechnation.org](mailto:info@permittechnation.org). Once the import is complete, you will be sent an invoice for new membership spots.

## JURISDICTION IMPORT ROSTER - DATA FIELDS NEEDED

To assist PTN with the import/addition of >5 new jurisdiction employees, please review the Tip-Sheet column headers and include all data requested. Providing the data will assist PTN with the import and future reporting statistics. Please save your Excel roster as a .csv file type.

## PRO TIPS:

- The column headers must match the template wording and sequence exactly.
- Click on highlighted Row 2 Cell 'NOTES' to read complete details.

Jurisdiction Bundle Template – visit [TipSheet - Jurisdiction Bulk Membership Import Roster](#)