

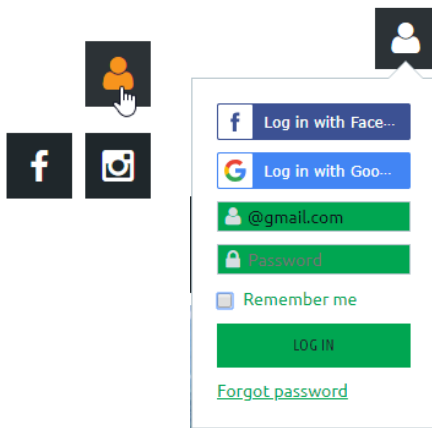
## CORPORATE MEMBERSHIPS – ADDING INDIVIDUAL & FAMILY MEMBERS

Once you have joined and completed payment, you will be able to add your Corporate members to your bundle. Each adult will have their own profile, and children under the age of 18 will be listed under either (or both) parents' profile.

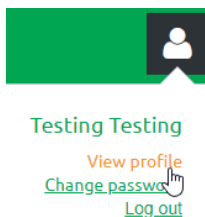
When adding an adult member, you can only add non-members. You cannot add an existing member (as identified by their email address) to your bundle. If you wish to do so, or you are having troubles adding members, please email [info@bikefernie.ca](mailto:info@bikefernie.ca).

### To add an adult member:

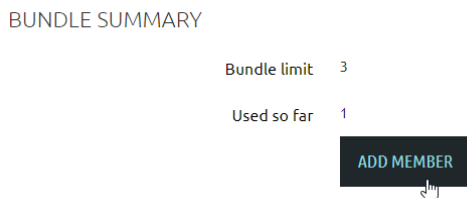
1. Log into your account at [www.bikefernie.ca](http://www.bikefernie.ca). You should automatically be directed to your profile. If so, see step 3. If not, see step 2.



2. Click on the **PROFILE ICON** on the top right side of the webpage and click on **VIEW PROFILE**.



3. Within the **BUNDLE SUMMARY** section of your Profile page, click the **ADD MEMBER** button.



4. Complete the membership application form on behalf of the person you want to add as a bundle member. **PLEASE ADD AN EMAIL ADDRESS** for your new bundle member so they can be notified of their new membership. If the member you are adding does not have their own unique email address, see the guide for **SHARED OR NO EMAIL ADDRESS**.

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**.

New bundle members can have different join dates but will share a single renewal date. Depending on the membership level you purchased, there will be a limit on the number of members that can be added. The Bundle Summary in your Profile will tell you your bundle limit and how many you have used so far (see image above).

### **To add children to your or another member of your Corporate membership:**

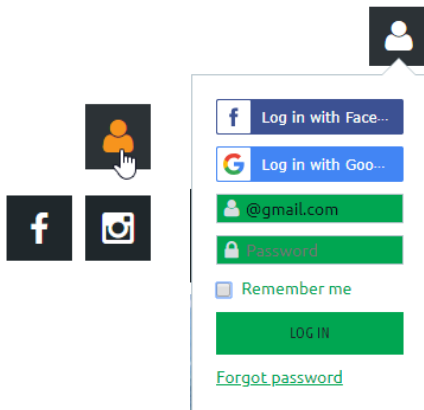
The number of children you can add is dependent on the membership level chosen. For example; if the Corporate Level is Green, and 1 Individual Adult and 1 Family Memberships is chosen, you can add all children under the age of 18 from **one household only**. If 3 Individual Adult memberships are chosen, no children should be added.

You can add children to either parent, or both. Please include their full names and dates of birth.

We have set up the website to accept four children per household, but if there are more than four children, please email [info@bikefernie.ca](mailto:info@bikefernie.ca) and we will happily add them to your/their profile.

### **To add children to your profile:**

1. Log into your account at [www.bikefernie.ca](http://www.bikefernie.ca). You should automatically be directed to your profile. If so, see step 3. If not, see step 2.



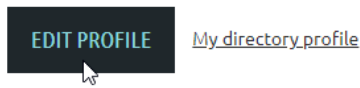
2. Click on the **PROFILE ICON** on the top right side of the webpage and click on **VIEW PROFILE**.



Testing Testing  
[View profile](#)  
[Change password](#)  
[Log out](#)

3. Click on **EDIT PROFILE** on the right side of the webpage.

## MY PROFILE



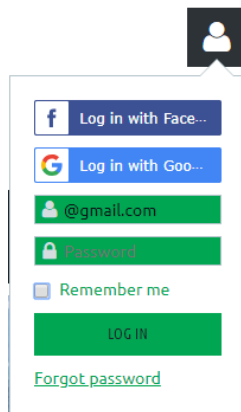
4. Scroll down to the **CHILDREN** section to add them or make any necessary changes. Click **SAVE** and your changes will be stored.



**To add children to your corporate members profile:**



1. Log into your account at [www.bikefernie.ca](http://www.bikefernie.ca). You should automatically be directed to your profile. If so, see step 3. If not, see step 2.



2. Click on the **PROFILE ICON** on the top right side of the webpage and click on **VIEW PROFILE**.



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[Change password](#)  
[Log out](#)


3. Scroll down to **BUNDLE SUMMARY** and click on the **BUNDLE MEMBER'S NAME** that you want to modify.

### BUNDLE SUMMARY

Bundle limit	3
Used so far	2
Your members	<a href="#">testing@testing123.com</a>
	<a href="#">ADD MEMBER</a>

4. Click the **EDIT PROFILE** button within the bundle member's profile.




 You are viewing a bundle member record.  
[Return to bundle list and your own profile](#)

[EDIT PROFILE](#) [My directory profile](#) [ARCHIVE](#)

[Profile](#) [Privacy](#) [Email subscriptions](#)

5. Scroll down to the **CHILDREN** section and enter the necessary information.

CHILDREN

NAME: 1st Child Aged 18 & Under	<input type="text" value="Stevie Henderson"/>
D.O.B: 1st Child Aged 18 & Under	<input type="text"/> 
NAME: 2nd Child Aged 18 & Under	<input type="text"/>
D.O.B: 2nd Child Aged 18 & Under	<input type="text"/> 
NAME: 3rd Child Aged 18 & Under	<input type="text"/>
D.O.B: 3rd Child Aged 18 & Under	<input type="text"/> 
NAME: 4th Child Aged 18 & Under	<input type="text"/>
D.O.B: 4th Child Aged 18 & Under	<input type="text"/> 

6. Click **SAVE**.

7. You can now click the **RETURN TO BUNDLE LIST AND YOUR OWN PROFILE** link to return to your member profile.