Group Join

1. You must be the Primary Group Member Contact for your company.
    a. If you have not yet created your account, click here.
    b. If you need to be made the primary contact for an existing organization record, please contact info@aprahome.org.
2. Go to My Managed Organizations to ensure that you have the correct members on your roster.
3. Click on Roster.

My Managed Organizations

1	[1 to 1 out of 1 records]				
Name		**City**	**State/Province**	**Email**	**Roster**
ABC Member Organization (ABC Member Organization)		Testony	Tennessee		Roster
1					

4. You will see Group Members and then any other individuals related to the company below that. You are allowed to have related employees that are not also group members.
    a. You can remove people from group members section by clicking remove. This will set the end date to their organization relationship.

Search for Group Members

Name: First Name Last Name

Records Added Between: And:

Q Search   ✕ Clear

Click on any column header to sort the list based on that column.

Record Number	First Name	Last Name	Title	Email Address	Record Added On ▼	Actions
29970	Meredith	Halperin		mhalperin@smithbucklin.com	9/13/2022	Edit Remove
29966	Meghan	Bentz		mbentz@impexium.com	9/7/2022	Edit Remove
29977	Teston	Testor	Tester	testor@commpartners.com	9/7/2022	Edit Remove

    b. You can ADD group members by clicking the + Group Members button and completing the form. If the person is not in the system it will add them and link them to your organization as a group member.

ABC Member Organization

This page is for Primary Group Member contacts to be able to mana info@aprahome.org.

Group Members are the individuals that receive benefits from your O

Employees are individuals that work at your organization but do not

+ Group Members

Once your roster of group members is set, you can [purchase a group membership](#) for the organization. The invoice created will be based on how many group members are related to the organization.