

American Daffodil Society: Household Membership Guide

Welcome to the new American Daffodil Society website! As the primary account holder for a Household Membership, you have special administrative tools to manage your family's access to the site.

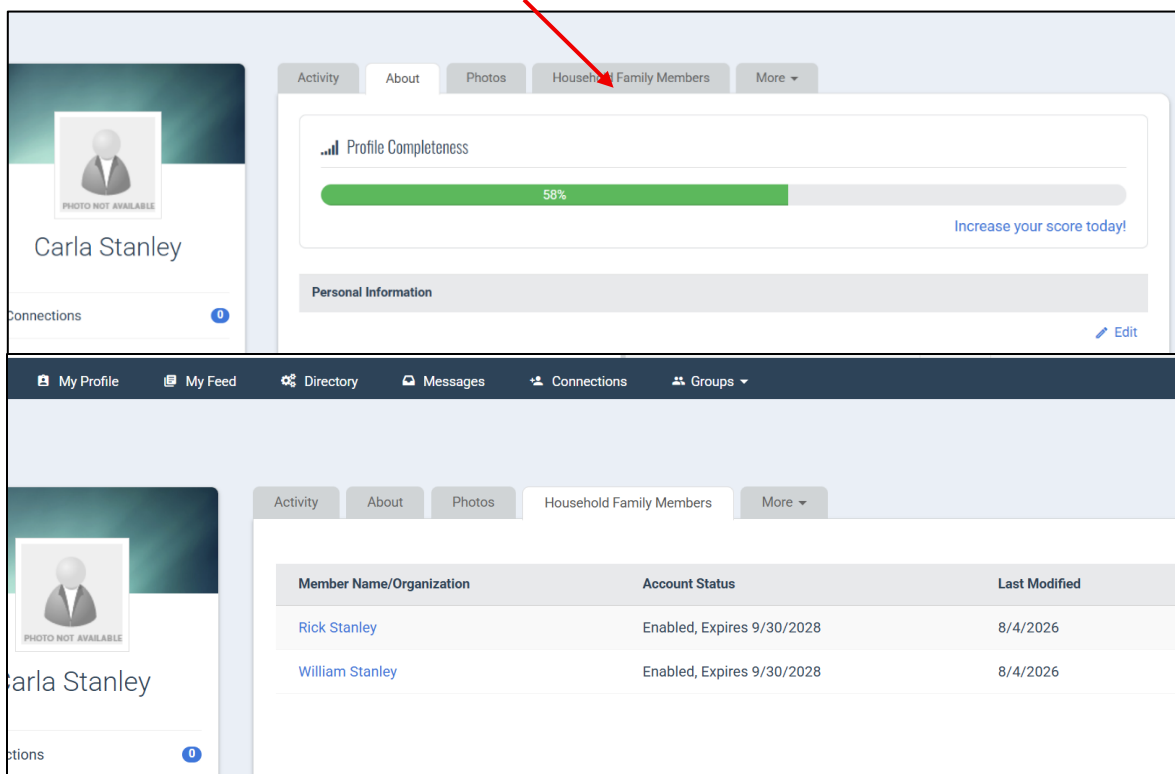
Please note: As part of our transition to the new website, we have already pre-loaded the family members we had on file into your account. However, you may have additional family members who would like to participate. This guide will show you how to add them!

This guide will show you how to navigate your master account, add new family members (sub-accounts) so they can have their own logins, and handle your household's annual renewals all in one place.

1. Accessing Your Household Dashboard

Everything you need to manage your family's membership is located within your personal profile.

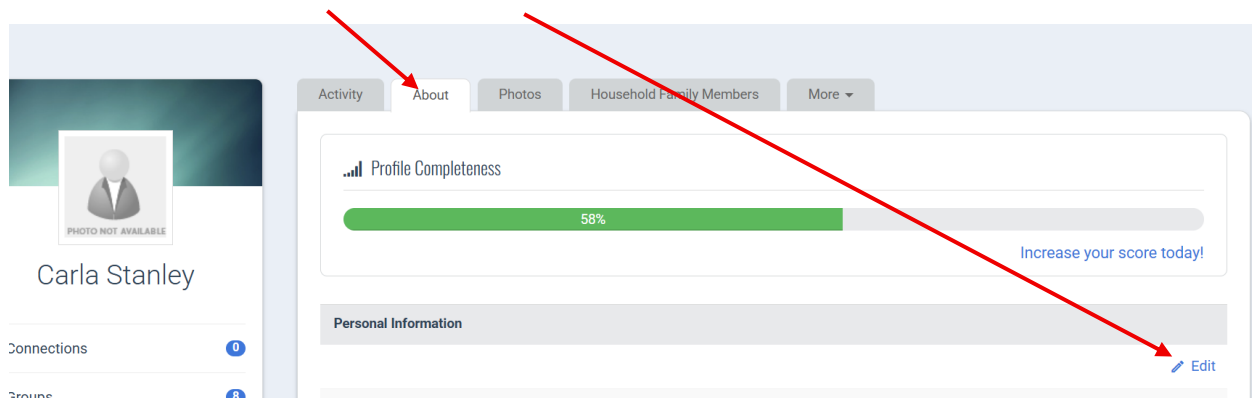
1. Log in to your account at **daffodilusa.org**.
2. Click on **My Profile** (located in your member dashboard or the top navigation menu).
3. Click on the Household Family Members and you will see a list of your Household.



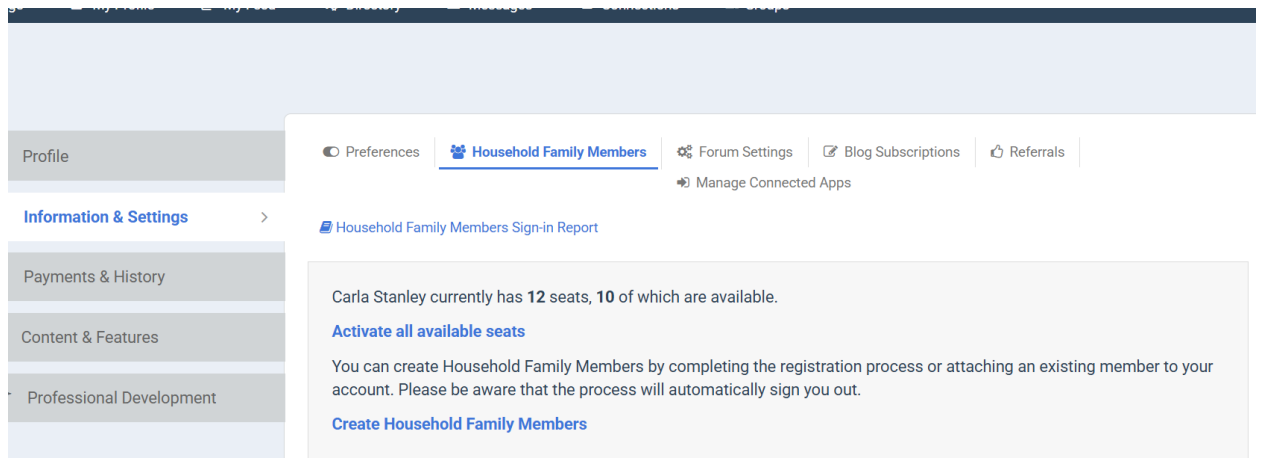
The screenshot displays the user interface of the American Daffodil Society website. On the left, a user profile for Carla Stanley is visible, including a placeholder for a photo and a 'Connections' button. The top navigation bar contains tabs for 'Activity', 'About', 'Photos', 'Household Family Members', and 'More'. A red arrow points to the 'Household Family Members' tab. Below the navigation bar, a 'Profile Completeness' section shows a progress bar at 58% with a link to 'Increase your score today!'. The 'Personal Information' section has an 'Edit' button. The main content area shows a table of household members.

Member Name/Organization	Account Status	Last Modified
Rick Stanley	Enabled, Expires 9/30/2028	8/4/2026
William Stanley	Enabled, Expires 9/30/2028	8/4/2026

4. Click on the About tab, then Edit.



5. Scroll down to the **Information & Settings** section.
6. Click on the **Household Family Members**.



2. Adding Family Members (Sub-accounts)

As the master account holder, you can invite additional family members to create their own profiles under your umbrella. This gives them their own login to register for events, join community groups, and track their own daffodil activities.

1. From your **Household Family Members** page, you will see how many available "seats" you have left in your household.
2. To add someone new, you have three options:

- **Option A (Create their account for them):** Click the **Create Household Family Members** button. This will take you to a page where you will select the Family Member type and then **Proceed to Account Setup**.
- **Option B (Send them a link):** a direct link will be provided that you can email to you Family Members.
- **Option C (Send them an invite):** Under the "Invite New Members" section, type in their email address and click **Send Invite**. They will receive an email with a unique link to set up their own username and password.

The top screenshot shows the 'Your Household Family Members Direct Link' page. It features a navigation bar with 'My Profile', 'My Feed', 'Directory', 'Messages', 'Connections', and 'Groups'. On the left, there are three buttons: 'Link', 'Invite', and 'Send Invite'. The main content area displays a direct link: https://daffodilusa.site-ym.com/general/register_start.asp?regkey=4DCC1E36-275B-44F2-9D0F-E30BE115EB95. Below the link, there is a section for 'Invite New Members' with a text input field for email addresses.

The bottom screenshot shows the 'Your Household Family Members' page. It features a navigation bar with 'My Feed', 'Directory', 'Messages', 'Connections', and 'Groups'. On the left, there is a 'Send Invite' button. The main content area displays a table of existing family members. The table has four columns: 'Options', 'Member Name/Organization', 'Account Status', and 'Last Modified'. The table lists two members: Rick Stanley and William Stanley, both with 'Enabled' status and a last modified date of 8/4/2026.

Options	Member Name/Organization	Account Status	Last Modified
   	Rick Stanley	Enabled	8/4/2026
   	William Stanley	Enabled	8/4/2026

3. Managing Existing Family Members

Once your family members have set up their profiles (or if they were pre-loaded), they will appear in a list on your Household Family Members page.

1. If a family member moves away or no longer needs access, click the **Detach** icon (yellow person) or **Suspend** (red x) next to their name.
2. This removes them from your household billing, freeing up a spot for someone else if you have a limit on your membership type.

4. Renewing Your Household Membership

The best part of being the master account holder is that you only have to pay one invoice to renew your entire family!

1. When it is time to renew, you will receive an automated email from the system.
2. Log in and navigate to **Manage Profile > Invoices**.
3. Pay the open renewal invoice. Once your payment clears, the system will automatically extend the expiration date for you *and* every family member currently attached to your sub-account list.