Membership Support

Members and contacts can access and manage their profiles, renew memberships, and register for events through their account. VAC staff encourages bundle administrators to update your organization's account on an annual basis or throughout the year so that we can keep an accurate account of our members. We have provided step-by-step processes for managing your membership account.

For questions related to your account, please contact vac@va-agribusiness.org or call 804-643-3555.

Accessing member profiles

Members and contacts can access their profile by logging in to their account through the Virginia Agribusiness Council's website: www.va-agribusiness.org. In the upper righthand corner of the website, you will find the member login box. Once you are logged in, a link will appear to your member profile.
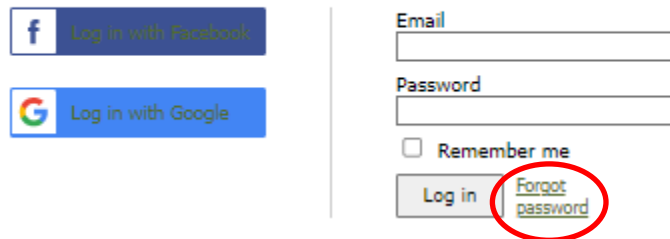
Click on **View profile** link.

Steve Andrews
View profile
Change password
Log out

Forgot your password?

1. Go to www.va-agribusiness.org.
2. Click "forgot password."
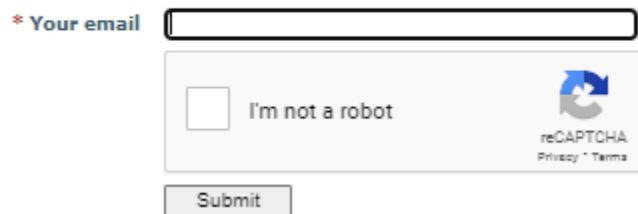
Please log in to continue

Please login to continue to the page you have requested.

f   Log in with Facebook

G   Log in with Google

Email

Password

☐ Remember me

Log in   Forgot password

Once you click on "forgot password," you will be taken to a screen to reset your password. Enter your e-mail and follow the instructions provided to you. Make sure to check your spam or junk folders for the e-mail.

Reset password

* Your email

☐ I'm not a robot   reCAPTCHA
Privacy · Terms

Submit

Once you have successfully logged in, you will be brought to your member profile screen.

Membership renewal

Once you have successfully logged in, you will be brought to your member profile screen. From there, you can submit payment for your membership renewal by clicking on "Renew to Monday, January 01, 2024."

Renew to Monday, January 01, 2024

From there, you can update your profile and then click "Update and next" at the bottom of the screen. Confirm your membership renewal and pay the invoice via credit card. Please note that there will be a 2.5% service fee added to the credit card payment. You can also choose to pay by check and ignore the prompt to pay with a credit card.

Updating member profiles

After clicking the **View profile** link, you will see your membership details and contact information.
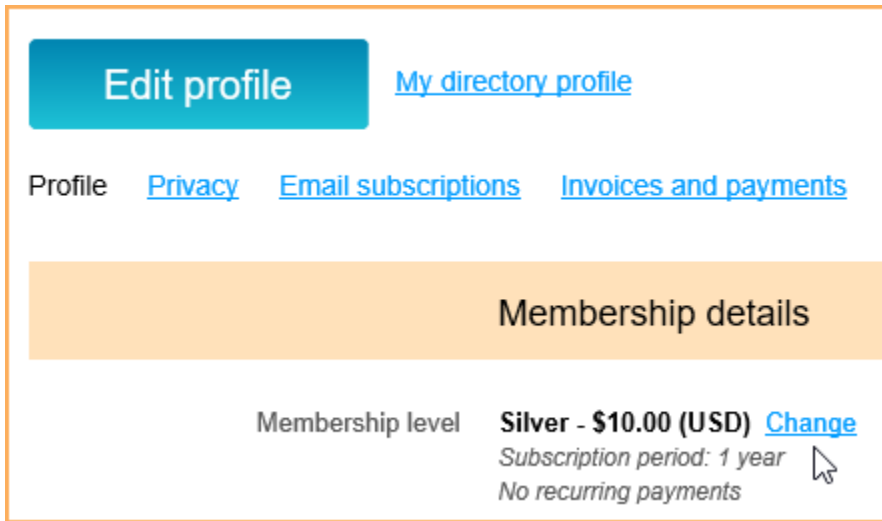

To update your profile, click the **Edit profile** button. From here, you can edit your contact information and membership level if your organization falls within a different investment level.

To save your changes, click the **Save** button.

Changing Membership Levels

If your membership level allows level changes, a **Change** option will appear within your member profile to change your membership level. Bundle administrators are responsible for changing the membership level, if applicable.

The option is not available if the membership status is pending.

After clicking the **Change membership level** button, members will be presented with the list of available membership levels.
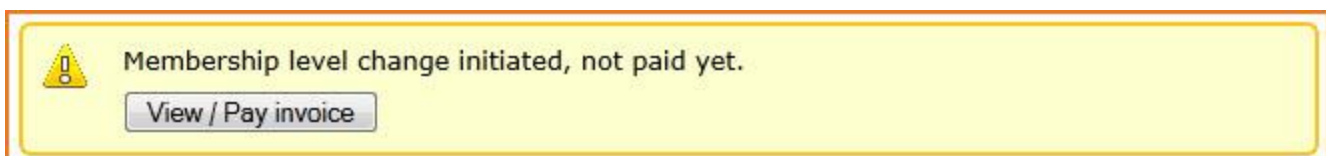
Next, you are given the chance to update your profile.

After clicking **Update and next**, you will be asked to confirm the level changes.

Click on **Confirm** to add the invoice to your profile. After the successful online payment, the membership record will be updated with a new membership level and renewal date. Until the payment is received, notice about the level change is shown on the member profile, along with the option to view and pay the invoice.

Adding members to your bundle

A bundle administrator can add brand new site members to the membership bundle, or add existing non-member contacts. You cannot add an existing member – as identified by their email address – to their bundle. Bundle members are only accessible to certain membership levels. Individual and Collegiate members are not able to add bundle members.

To add members to a bundle as the bundle administrator, follow these steps:

1. Log into your membership account profile.

2. Click your name or the **View profile** link to jump to your member profile.
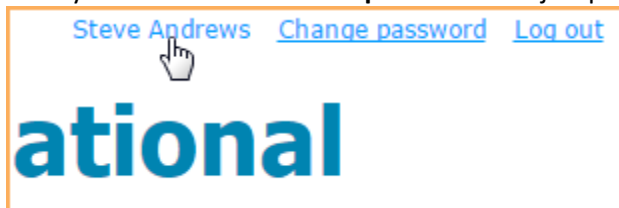
3. Within the **Bundle summary** section of your **Profile** page, click the **Add member** button.
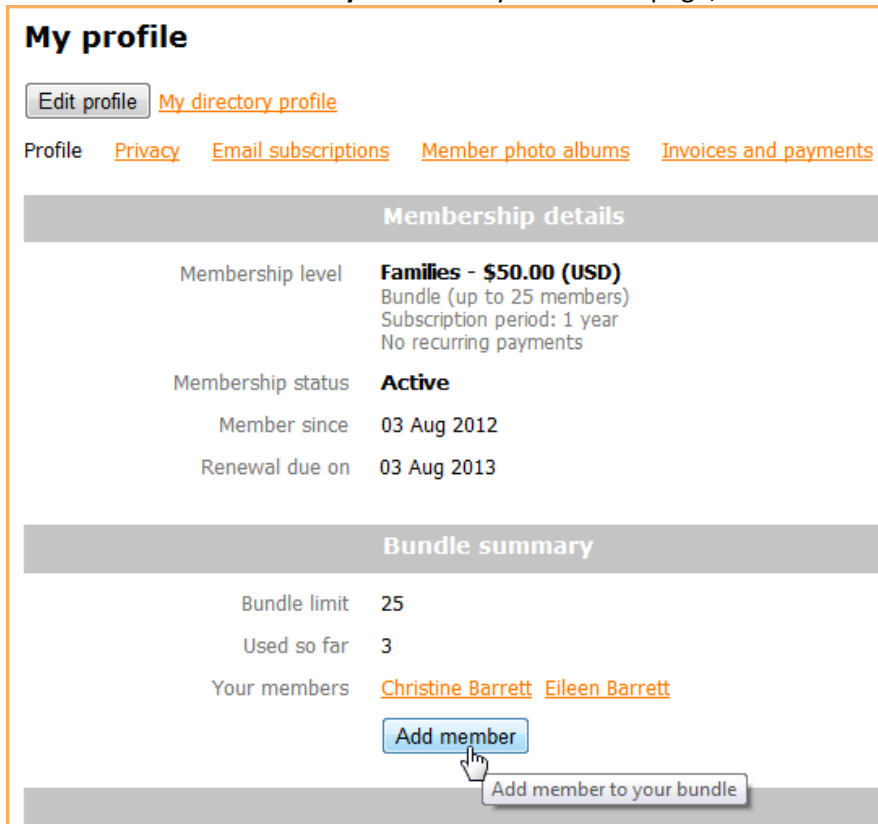
4. Complete the membership application form on behalf of the person you want to add as a bundle member.

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 how your site administrator set up the bundle, there might be a limit on the number of members that can be added.

Editing Bundle Member Information

The bundle administrator can modify a bundle member's profile from within the bundle administrator's profile. To modify a bundle member's profile, click the bundle member's name within the **Bundle summary** section of the bundle administrator's profile, then click the **Edit profile** button within the bundle member's profile.
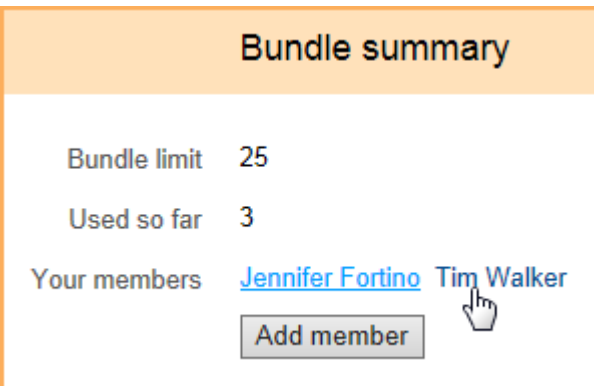
Removing a Bundle Member

Only a site administrator – not a bundle administrator – can remove a member from a bundle, by assigning the bundle member to a non-bundle membership level.
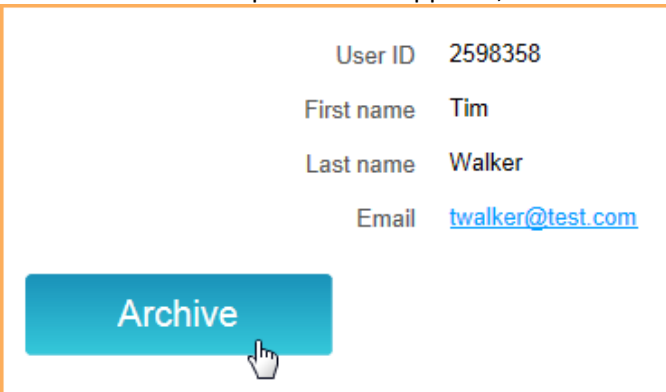
A bundle administrator, however, can archive a bundle member, so that the member is no longer part of the bundle, but still remains part of the site's contact database (though as an inactive contact).

To archive a bundle member, follow these steps:

1. Log into your member profile.

2. Click your name or the **View profile** link to jump to your member profile.

3. Within the **Bundle summary** section of your **Profile** page, click the name of the member you want to archive.

Bundle summary	
Bundle limit	25
Used so far	3
Your members	Jennifer Fortino Tim Walker
	Add member

4. From the member's profile that appears, scroll down to the bottom and click the **Archive** button.

User ID	2598358
First name	Tim
Last name	Walker
Email	twalker@test.com

   Archive

5. You can now click the **Return to bundle list and your own profile** link to return to your member profile.

Privacy settings

The **Privacy** link allows a member to specify which fields are visible to everyone, other members, or hidden from everyone else.

These settings apply to your listing in the member directory and on your directory profile page.

You can hide your public profile altogether by unchecking the **Allow to show profile** option.

Click the **Save** button to save settings or **Cancel** to exit without saving.

My event registrations

After registering for events, registrants can view their event registrations from the **My registrations** tab on their member profile.

Invoices and payments

Following the **Invoices and payments** link allows members to view their history of invoices and payments and pay open invoices.