

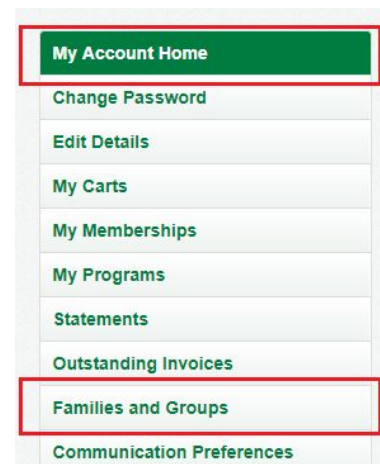


## How to Add a Family Member to your Account

These instructions are for adding family members (i.e. Children, spouse, etc.) to your account so that you can register yourself and/or your family for programs. This will make you the primary account holder, and no additional logins will be created for your family members. **This action is required if you wish to register someone for any of our youth programming as youth under 18 years of age are not allowed to be the primary account holders.**

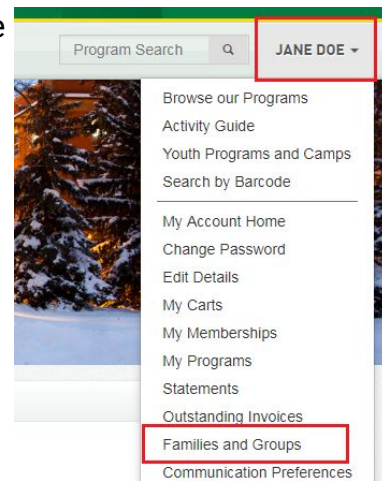
**STEP 1:** Start by logging in to your account. Once you're logged in, click on the "Families and Groups" button. You can access the "Families and Groups" button two different ways:

- Scroll down a little bit and find the "Families and Groups" button under the "My Account Home" section on the left hand side of the page.



OR

- Click on your name in the top right hand corner of the page; a drop down menu will appear. Click on "Families and Groups".





**STEP 2:** Click “Add & Update”.

Family:	
Name	Role
Jane Doe	
<a href="#">Add &amp; Update</a>	

Proceed to fill in your family member’s information as required. Once you’ve filled in all of their information click “Add & Update”. Repeat as required until all of your family members are on your account.

**Add Family Member**

Family

First Name \*

Last Name \*

Gender \*

Role

Date Of Birth

Age Category \*

Day

Month

Year

[Add & Update](#)

You should now be able to see your name and your family members’ names in the Family section of the Families and Groups tab.