

Family Admin Role

This is for an individual who is registering an athlete on their behalf. It could be a parent, family member, supportive roommate, caregiver, etc.

STEP 1: Login to your account under YOUR name, not the athlete's name. The first page will be 'My Roles' where you should see a role called Family Admin underneath Volunteer Roles. If you don't see this role, contact the office.

The screenshot shows a web interface with a sidebar on the right containing navigation options: MY ENROLLMENTS, MY CLUBS AND SCHEDULE, MY COMMITTEES, MY ROLES (highlighted with a blue arrow), MY WALLET, ATHLETE - JOIN PROGRAM, VOLUNTEER - JOIN PROGRAM, CHANGE PASSWORD, and LOGOUT. The main content area has an 'Important Information' box at the top, followed by a 'Participant Role' section with a table that is currently empty. Below that is the 'Volunteer Roles' section, which contains a table with one row of data.

| Start Date | End Date | Role | Club / Sch... | Communit... | Region / D... | |
|------------|------------|--------------|---------------|-------------|-------------------------|--------------------------|
| 2018-08-01 | 2100-08-06 | Family Admin | | Calgary | Region/Zone 3 - Calgary | Continue |

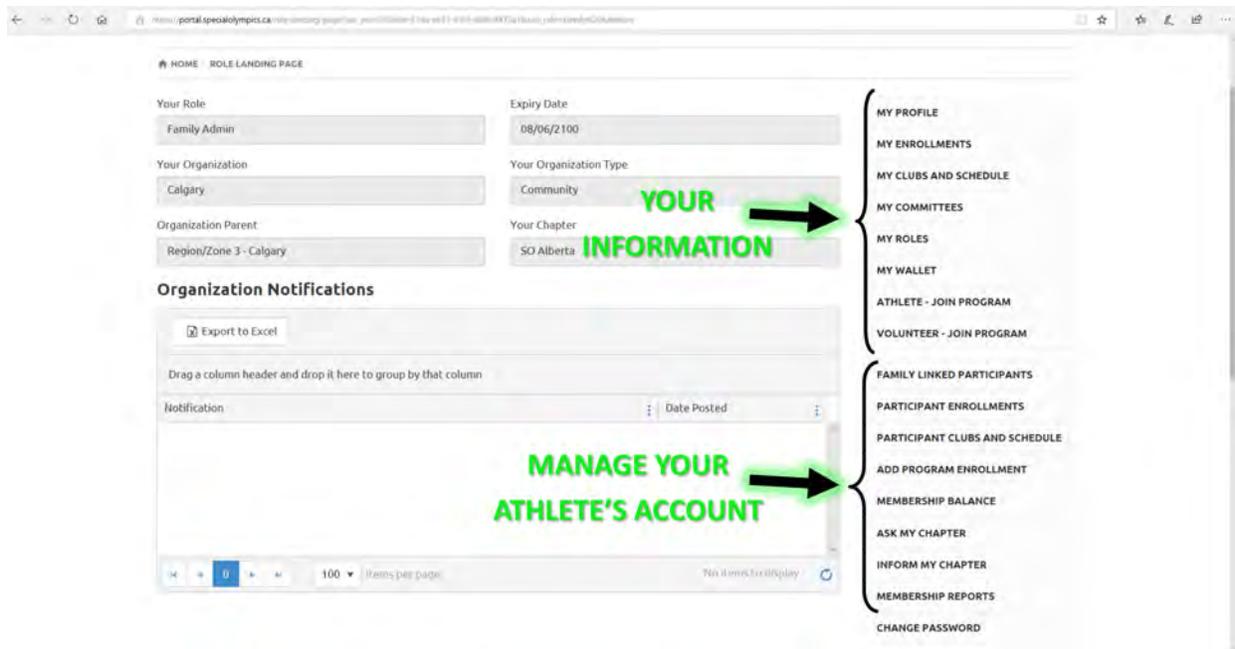
STEP 2: Click on the red continue button, to move forward with this role.

If you are also a volunteer with us, your role(s) will also be listed there. They will only show when they are in an active timeframe (during the time the program is running). Visit the 'My Roles' page to switch between these roles.

This is a close-up view of the 'Volunteer Roles' table from the previous screenshot. A green arrow points directly to the red 'Continue' button in the final column of the first row.

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|------------|------------|--------------|---------------|-------------|-------------------------|--------------------------|
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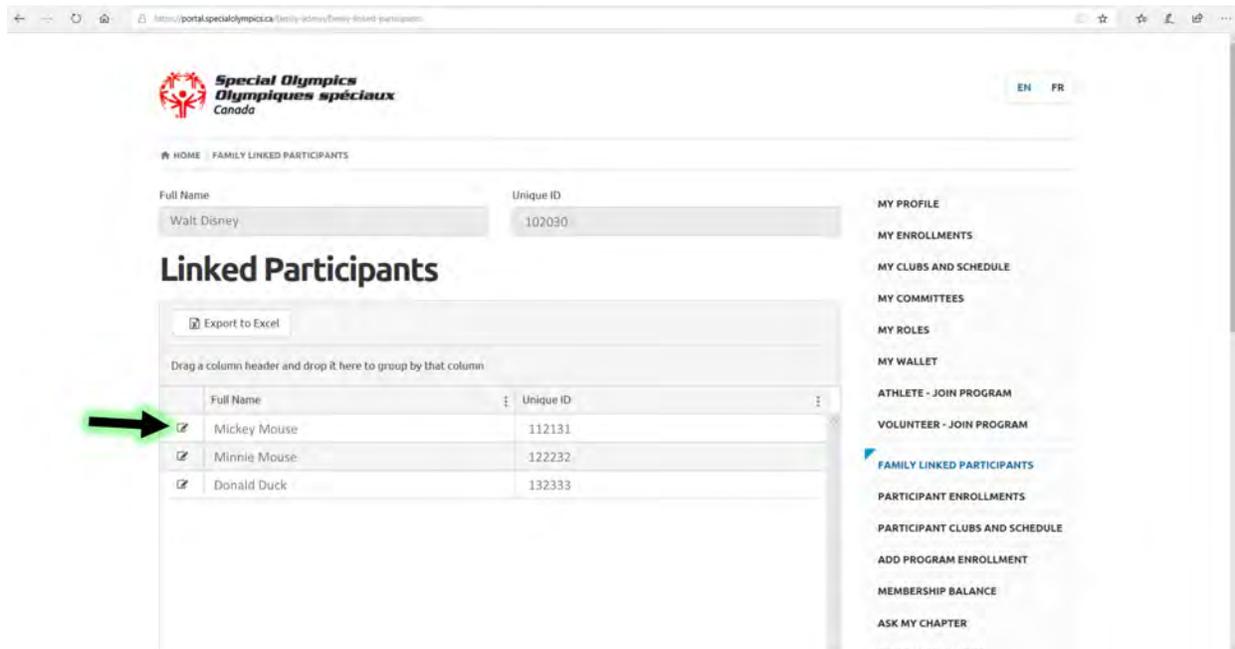
STEP 3: Make sure that you are using the proper menu to complete your next steps. The top menu is to manage YOUR (the account owner) account. There is a small gap separating this menu to the one to manage your linked individual's account.



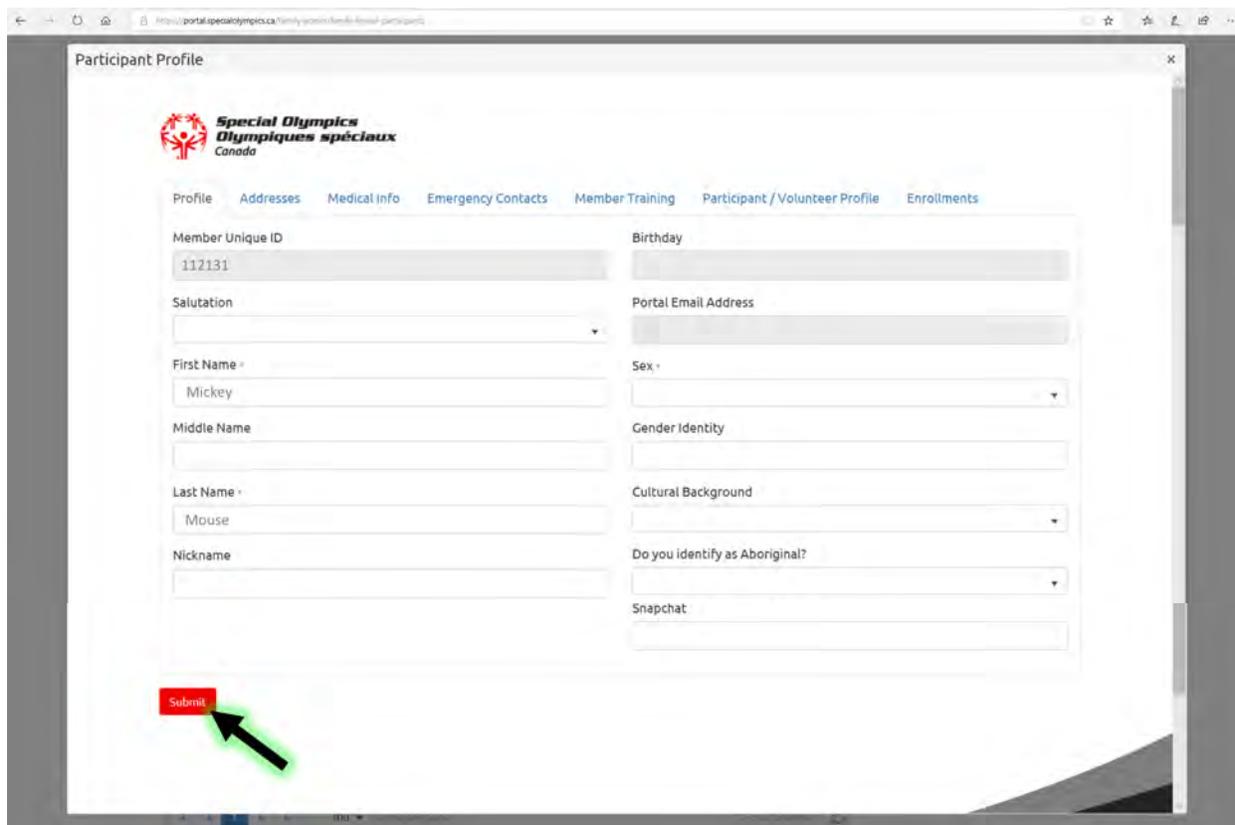
STEP 4: Underneath the second menu to manage your athlete's account, familiarize yourself with the following buttons below:



STEP 4: Click on Family Linked Participants. It will show you the athlete(s) you are connected to. If no names appear, please contact the office. Click on the small box with the pen to the left of the name to edit their profile.

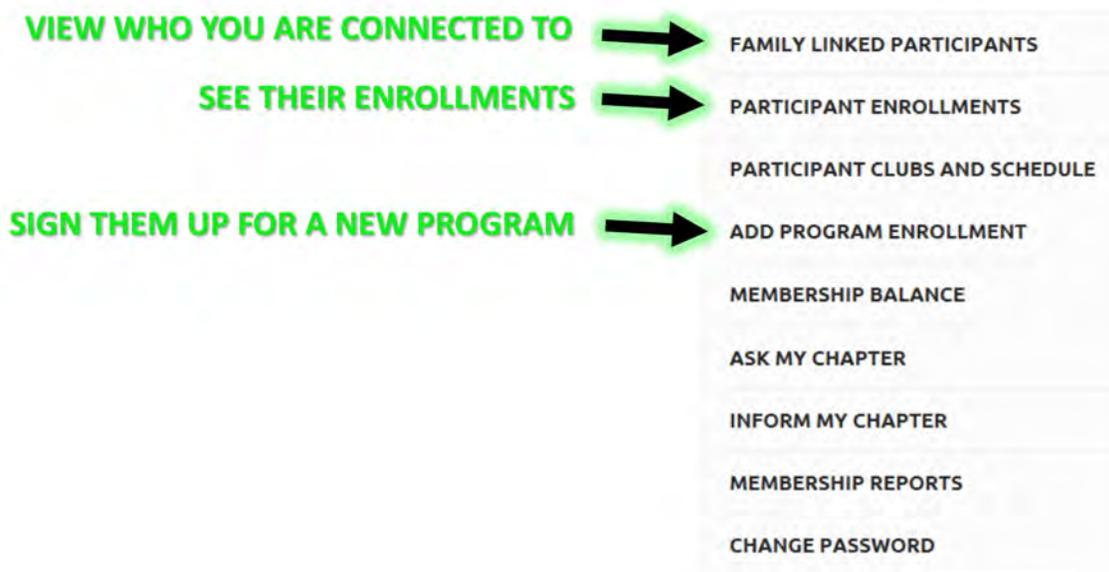


STEP 5: This will open up the participant profile. Using the tabs at the top, make sure all information is fully completed, accurate and up-to-date.



STEP 6: Make sure you save any changes you make.

STEP 7: Click on Add Program Enrollment to sign up the individual for a program when registration is open



STEP 8: Select their name from the Participant drop down list

The image shows a registration form with the following fields and sections:

- Participant:** A dropdown menu with a search icon.
- Are you the Legal Guardian?:** A dropdown menu with the value 'No' selected.
- PARTICIPANT INFORMATION:**
 - Your Chapter / Province / Territory *:** A dropdown menu.
 - First Name *:** A text input field.
 - Date of Birth *:** A date picker field.
 - Last Name *:** A text input field.
 - Email Address:** A text input field.
- Next Step - Validate Member:** A red button.
- Right sidebar menu:** MY COMMITTEES, MY ROLES, MY WALLET, ATHLETE - JOIN PROGRAM, VOLUNTEER - JOIN PROGRAM, FAMILY LINKED PARTICIPANTS, PARTICIPANT ENROLLMENTS, PARTICIPANT CLUBS AND SCHEDULE, **ADD PROGRAM ENROLLMENT** (highlighted with a blue arrow), MEMBERSHIP BALANCE, PARTICIPANT MEMBERSHIP BALANCE, ASK MY CHAPTER, INFORM MY CHAPTER, HELP, CHANGE PASSWORD, LOGOUT.

STEP 9: Or Fill in all the fields under Participant Information if they are not listed or a new athlete. Click Next Step and carry on through the next pages.