

How to Add a Family Member to Your Client Profile/Account

1

Go to MyREC

Go to Halifax.ca/myREC.

Click on “Register for a Program”.



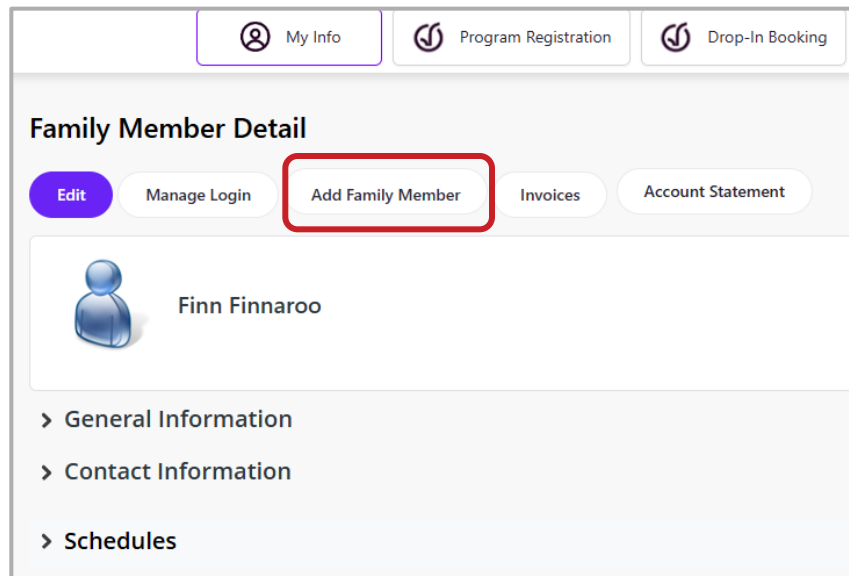
2

Login to your Account

A screenshot of the MyREC login form. At the top, there's a header with the 'rec' logo and 'HALIFAX' text. Below the header, there's a link: 'Don't have a login? [Signup](#)'. The main section is titled 'Login to your account' in red. It contains two input fields: 'Email' and 'Password'. The 'Email' field has a small envelope icon on the right. Below the 'Password' field, there's a link: '[Forgot password?](#)'. At the bottom, there's a large blue 'Login' button with a red border, which is highlighted with a red circle.

Click on Add Family Member

3

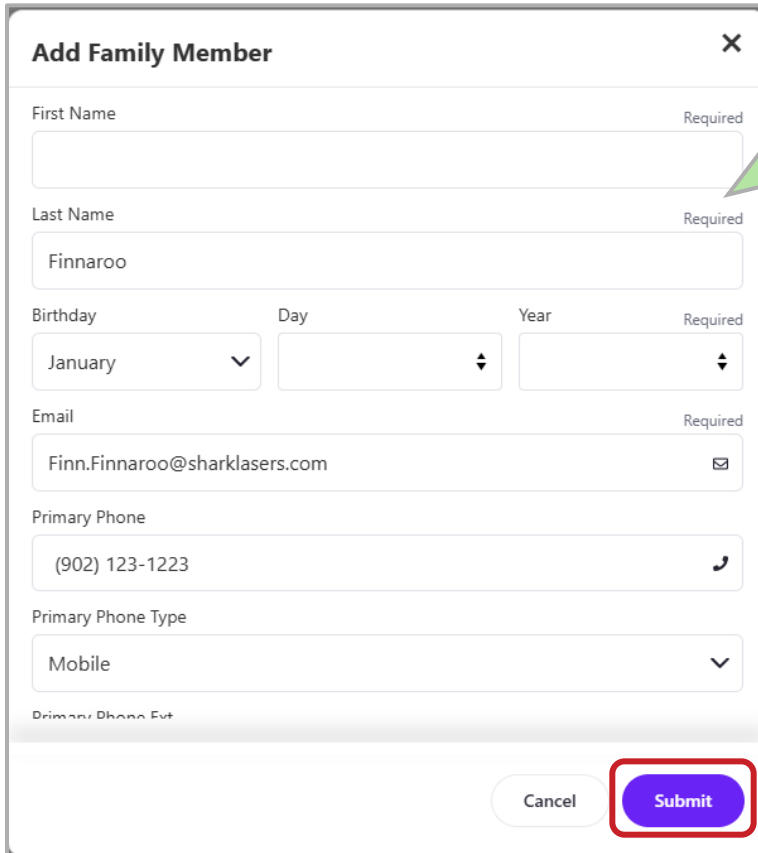


The screenshot shows a user interface with three tabs at the top: 'My Info', 'Program Registration', and 'Drop-In Booking'. Below the tabs is the 'Family Member Detail' section. It contains five buttons: 'Edit', 'Manage Login', 'Add Family Member', 'Invoices', and 'Account Statement'. The 'Add Family Member' button is highlighted with a red box. Below the buttons is a profile card for 'Finn Finnaroo' with a person icon. Underneath the profile card are three expandable sections: 'General Information', 'Contact Information', and 'Schedules'.

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Add the Family Member Information

Enter the information for your family member in the pop-up window. Remember to **Submit**.



The 'Add Family Member' pop-up form contains the following fields:

- First Name: Required, empty text input.
- Last Name: Required, text input containing 'Finnaroo'.
- Birthdate: Required, split into three dropdowns for 'Birthday' (set to 'January'), 'Day', and 'Year'.
- Email: Required, text input containing 'Finn.Finnaroo@sharklasers.com' with an email icon.
- Primary Phone: Text input containing '(902) 123-1223' with a phone icon.
- Primary Phone Type: Dropdown menu set to 'Mobile'.
- Primary Phone Ext: Empty text input.

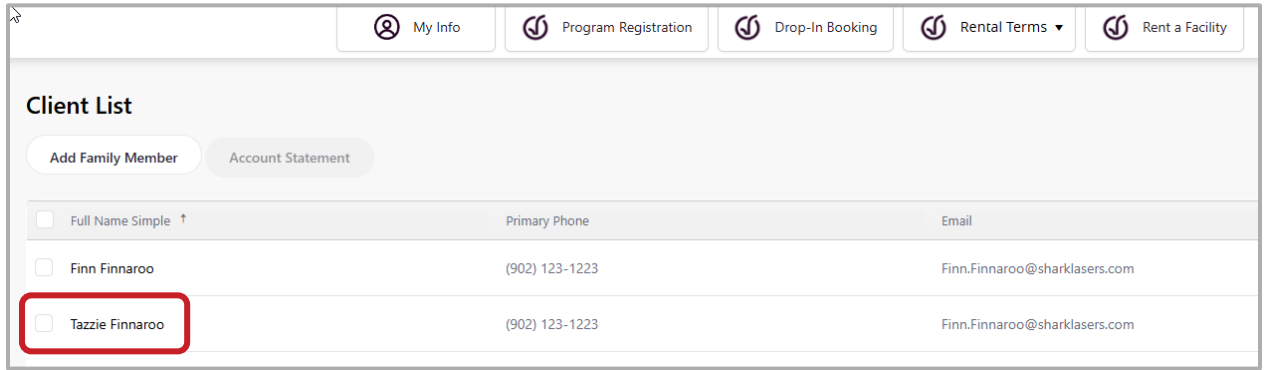
At the bottom of the form are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.

FYI: some details (like address, email and home phone number) will autofill. These fields can be overwritten if they are different than the primary client's information.

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View Your Family Member on the Client List

The new family member will now appear on the **Client List**



The screenshot shows a web interface with a navigation bar at the top containing: My Info, Program Registration, Drop-In Booking, Rental Terms, and Rent a Facility. Below the navigation bar is the 'Client List' section. It features two buttons: 'Add Family Member' and 'Account Statement'. A table below lists family members with columns for 'Full Name Simple', 'Primary Phone', and 'Email'. The table contains two entries: 'Finn Finnaroo' and 'Tazzie Finnaroo'. The 'Tazzie Finnaroo' entry is highlighted with a red rectangular box.

| <input type="checkbox"/> Full Name Simple ↑ | Primary Phone | Email |
|---|----------------|-------------------------------|
| <input type="checkbox"/> Finn Finnaroo | (902) 123-1223 | Finn.Finnaroo@sharklasers.com |
| <input type="checkbox"/> Tazzie Finnaroo | (902) 123-1223 | Finn.Finnaroo@sharklasers.com |

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Register your new family member for a Program or Drop-in

You're done! Now you can repeat the steps above to add any additional family members and/or register for programs or drop-ins.

If you need additional help, you can always call our Recreation phone line at 902-490-6666 or drop by your [local municipal recreation centre](#).