



## Managing Member Profiles

You are able to manage yours and your child/rens profiles under the one **'Primary Account'**. After creating your account, you can add/manage multiple **'linked'** accounts under your **Primary Account**. Follow the instructions below to add **'linked'** accounts to your **Primary Account**.

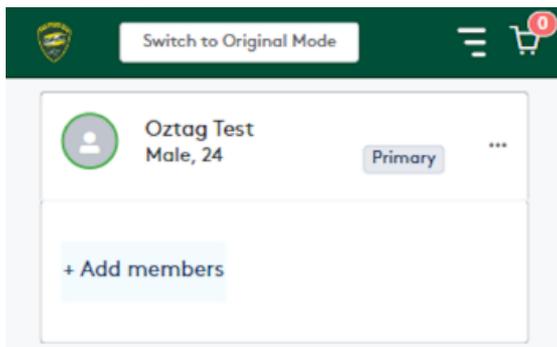
### STEP 1 – Log into your account

After logging into your account, you will see the Primary member details.



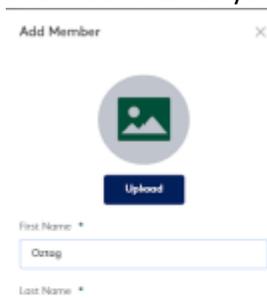
### STEP 2 – Adding Members

Click on the **Primary Member** and then click on **+ Add members**



### STEP 3 – Add Member Details

Complete ALL required fields. We would also recommend adding your photo, otherwise you will need to do so when you first register to a team.



### STEP 4 – Add Member

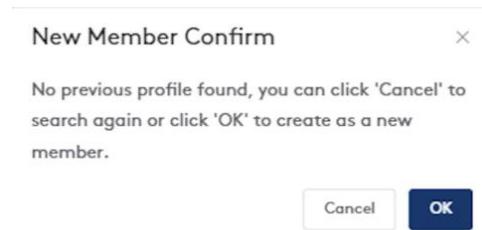
Complete all fields, click **Add Member**

Make this my main profile



### STEP 5 – Duplicate Checking

The system will perform a check to ensure there are no members with the same detail in the system already. If a duplicate is found, you will be presented with a screen with options. If there is no duplicate, click OK



### STEP 6 - Member Added

You will then be returned to your dashboard with the new linked member appearing under your Primary account. To register a linked member in a team, select that members profile, that profile will then be shown at the top of the screen.

