

# Creating a Family Member

User Guide for JustGo

## What's inside?



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## How to add a family member?

On the left side of the My Profile page, go to Add Family Member, and click on the plus sign.

A pop-up will appear asking you to select if it is a Existing Member or a New Member.

e Family	Add New or Existing Member	×
Add Family Member	Creation Contract in the second secon	Content of the second s

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# Adding an existing member...

Complete the Existing Member pop-up with your family member information.

After it, click on Send Verification Email.

Your family member will receive a link via email to join the family profile.

isting Member X	Consiliu Join Dooru		
Step 1	Family Join Requ		
Enter the email address of member you wish to add			
Email Address	Hi		
nathalia.schwab@email.com	has requested that you join their fami		
Use <u>Membership Number</u> instead	Joining the family will allow other family membe profile and renew your membership.		
Step 2	Please click on the link below to approve joining		
Enter the date of birth of the member you wish to add or their member number	Join Family		
Date of Birth	If the above link does not work, please copy an		
19 🗸 03 🗸 1987 🗸 🔶	into your browser.		
OR	http://baseline.azolve.com/GMbase		
Membership Number	If this email has come to you in error, please ig		
	Thenke		
	sting Member Step 1 Enter the email address of member you wish to add Email Address nathalia.schwab@email.com Use Membership Number instead Step 2 Enter the date of birth of the member you wish to add or their member number Date of Birth 19   03   1987 OR Membership Number		

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# Adding a new member...

Complete the New Member pop-up with your family member information. After it, click on Continue.

Your family member now is part of your family profile.

161 Sussex St, Sydney

Club Admin

Add Family Member

Notifications

Admin Family

th yo ick o	our on	Add member First Name Nathalia Email Address (optional) nathalia.schwab@email.c	Last Name Schwab		Do you suffer from No ¢ Do you speak a la No ¢ V Add this famil V I declare that and maintain	n any illness or allergy? inguage other than English at home? y member to the same clubs as me. I have permission to add, update this person's information on JustGo.
ır fai	mily nathalia.schwab@email	Contact Number (optional) 0141 459 0105 .com		- 1-		Continue
₽ 100 100	Female 19/03/1987 161 Sussex St Sydney			*	You have sccessful yr W	Success! Iy added Nathalia Schwab to our family. /hat Next?
¢	2001 New South Wales Australia 0141 459 0105				Add ar	other member
-	nathalia.schwab@email m	.co				Close

### Need further assistance?



If you require further assistance then please contact <a href="mailto:support@ponyclubaustralia.com.au">support@ponyclubaustralia.com.au</a>.