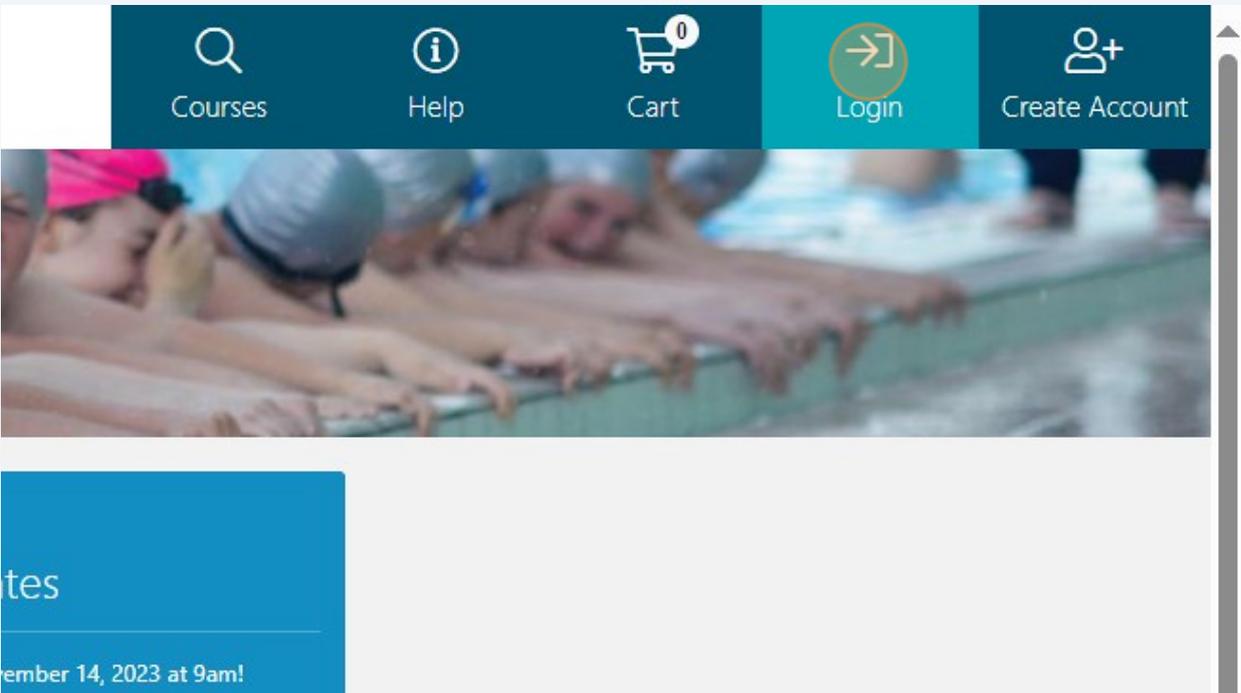


# How to Add a Child or Family Member to your Account

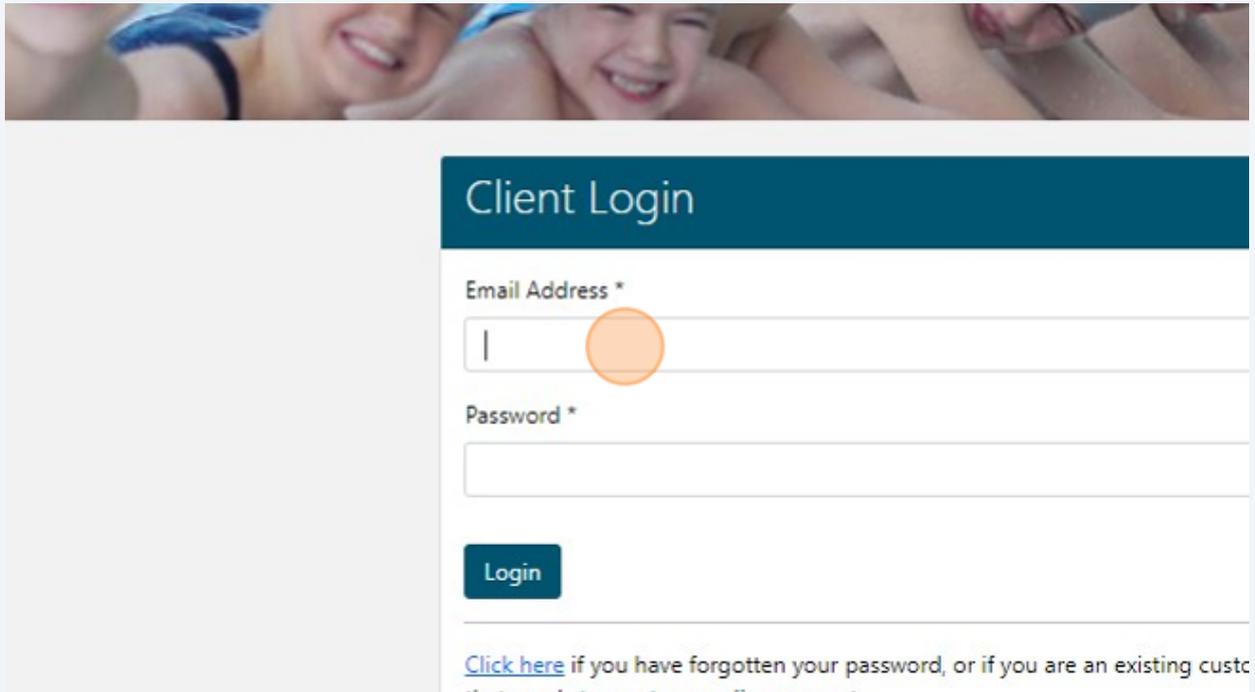
1 Navigate to <http://aquatics.lethbridge.ca/RECEX/>

2 Click Login



3

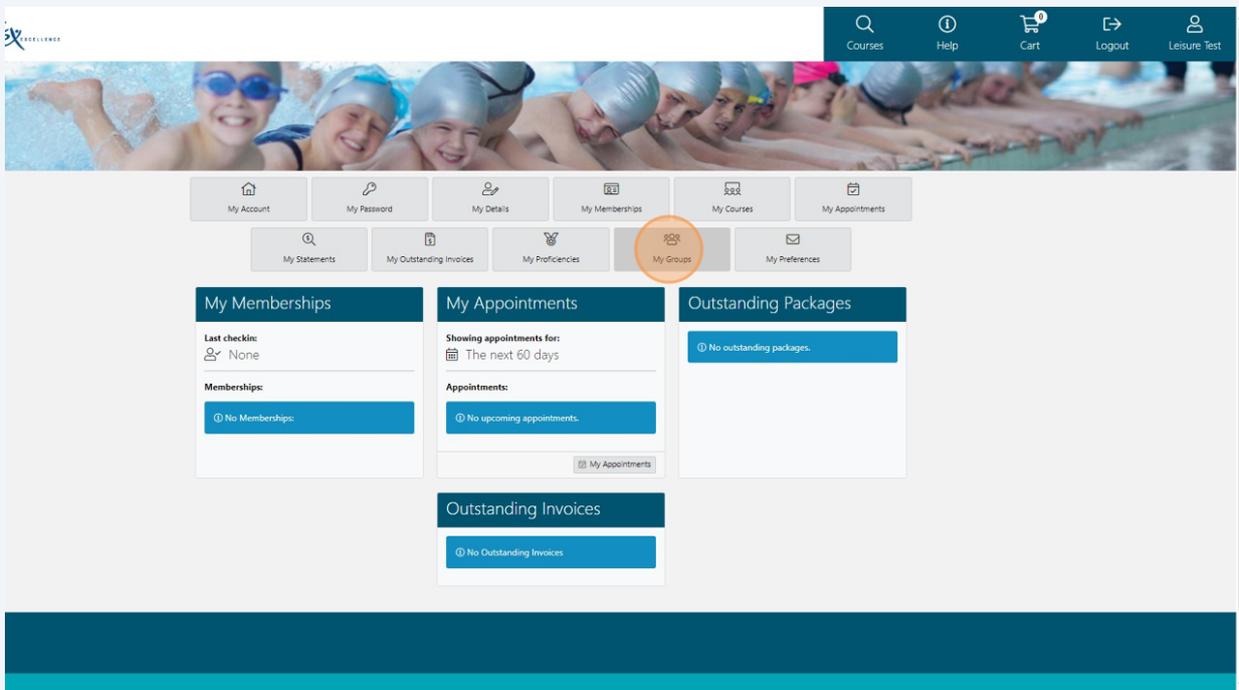
1. Enter Email & Password



The image shows a 'Client Login' form on a website. At the top, there is a banner image of smiling children in a swimming pool. Below the banner, the form has a dark teal header with the text 'Client Login'. There are two input fields: 'Email Address \*' and 'Password \*'. An orange circle highlights the cursor in the email field. Below the password field is a dark teal 'Login' button. At the bottom of the form, there is a link that says 'Click here if you have forgotten your password, or if you are an existing customer'.

4

Click "My Groups"



The image shows a user dashboard for a swimming club. At the top, there is a navigation bar with icons for 'Courses', 'Help', 'Cart', 'Logout', and 'Leisure Test'. Below the navigation bar is a banner image of children in a swimming pool. The dashboard features a grid of menu items: 'My Account', 'My Password', 'My Details', 'My Memberships', 'My Courses', 'My Appointments', 'My Statements', 'My Outstanding Invoices', 'My Proficiencies', 'My Groups', and 'My Preferences'. An orange circle highlights the 'My Groups' menu item. Below the menu items are three main sections: 'My Memberships' (with a 'Last checked' dropdown set to 'None' and a 'Memberships' list showing 'No Memberships'), 'My Appointments' (with a 'Showing appointments for' dropdown set to 'The next 60 days' and an 'Appointments' list showing 'No upcoming appointments'), and 'Outstanding Packages' (showing 'No outstanding packages'). There is also an 'Outstanding Invoices' section showing 'No Outstanding Invoices'.

## 5 Click "Add"

My Account My Password My Details My Memberships My Courses My Appoin

My Statements My Outstanding Invoices My Proficiencies My Groups My Preferences

Home Families and Groups

### Families and Groups

Create Group

Family: Family

Name	Role	View Proficiencies	
Leisure Test	Owner		
Johnny Leisure	Child		
Tina Leisure			

Add

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## 6 Add your Family Member

Categories REC EXCELLENCE

Courses Help Cart

My Account My Password My Details My Memberships My Courses My Appointments

My Statements My Outstanding Invoices My Proficiencies My Groups My Preferences

Home Add Group Member

### Add Family Member

Family

Family

First Name \*

Last Name \*

Gender

-- Select A Gender --

Role

Child  
Grandparent  
Parent  
Student 18-21

Date Of Birth

Age Category

-- Select An Age Category --

7

Click "Add" to complete

Age Category

Child (3-12 Years)

Day

10

Month

4

Year

2019

Add