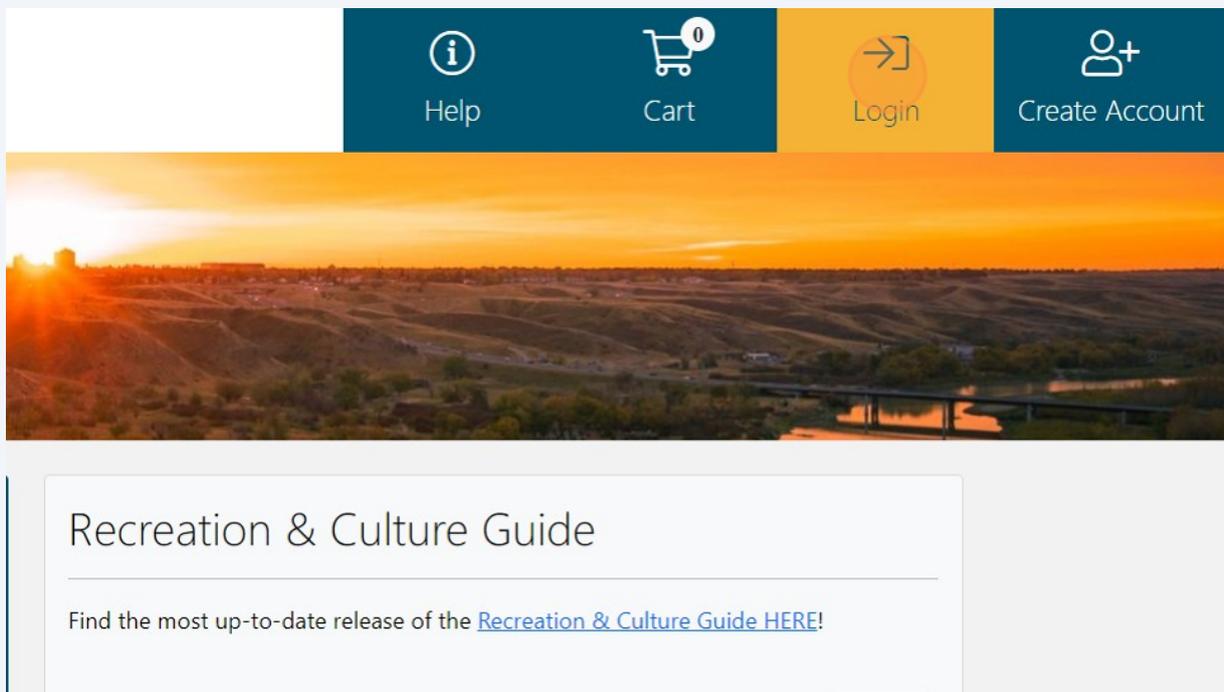


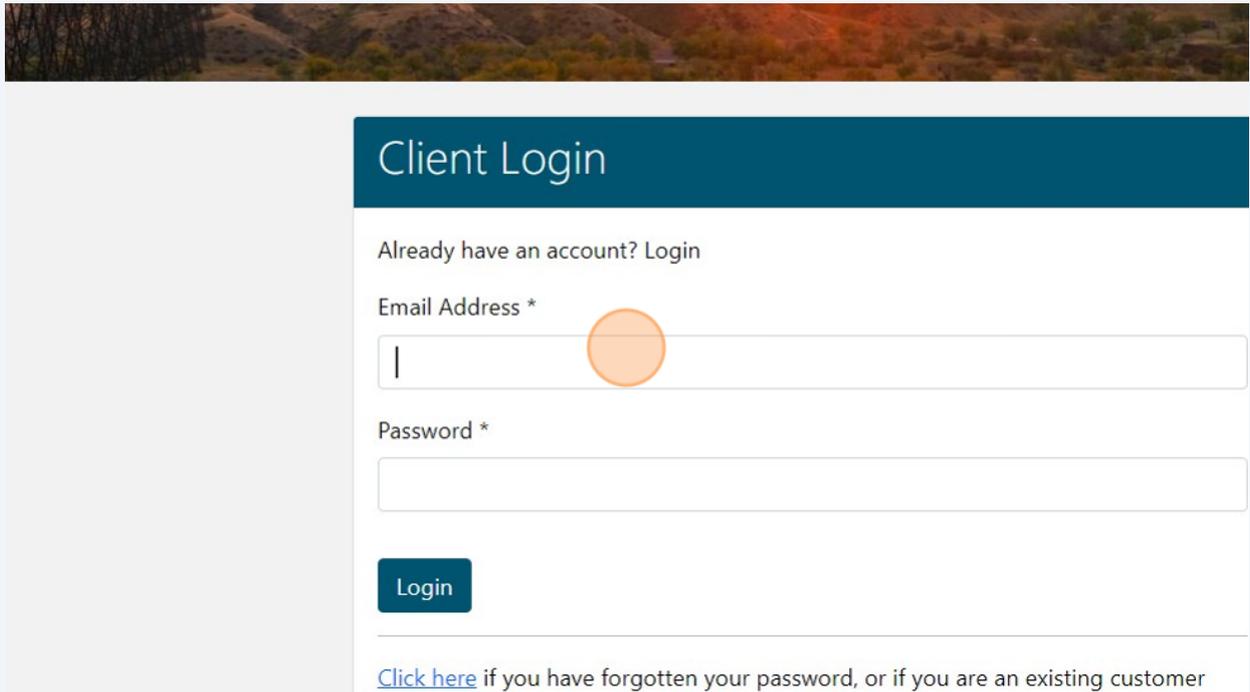
How to Create a Family Group

1 Navigate to <https://leisure.lethbridge.ca/COL/public>

2 Click "Login"



3 Enter Login Credentials



The screenshot shows a 'Client Login' form on a website. The form is set against a background image of a desert landscape. It includes a title 'Client Login', a link for existing users, input fields for 'Email Address *' and 'Password *', a 'Login' button, and a footer link for password recovery.

Client Login

Already have an account? [Login](#)

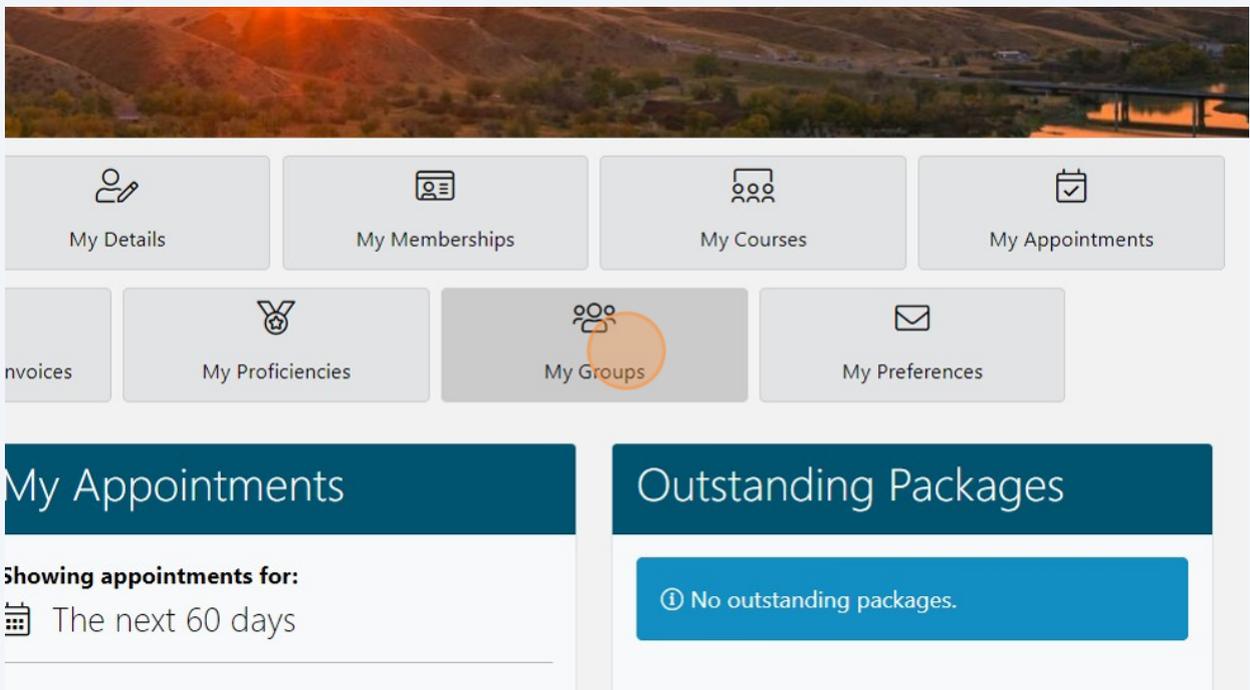
Email Address *

Password *

Login

[Click here](#) if you have forgotten your password, or if you are an existing customer

4 Click "My Groups"



The screenshot displays a user dashboard with a navigation menu and two main content areas. The 'My Groups' menu item is highlighted with an orange circle. The dashboard includes sections for 'My Appointments' and 'Outstanding Packages'.

My Details My Memberships My Courses My Appointments

Invoices My Proficiencies **My Groups** My Preferences

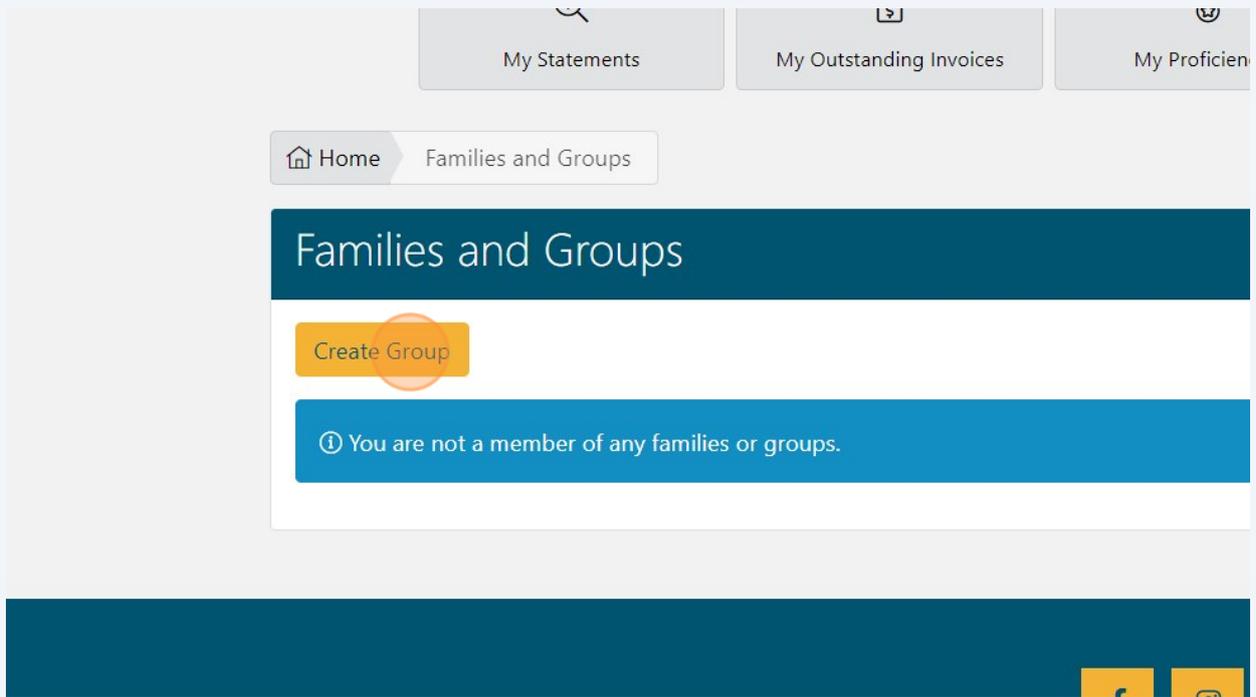
My Appointments

Showing appointments for:
The next 60 days

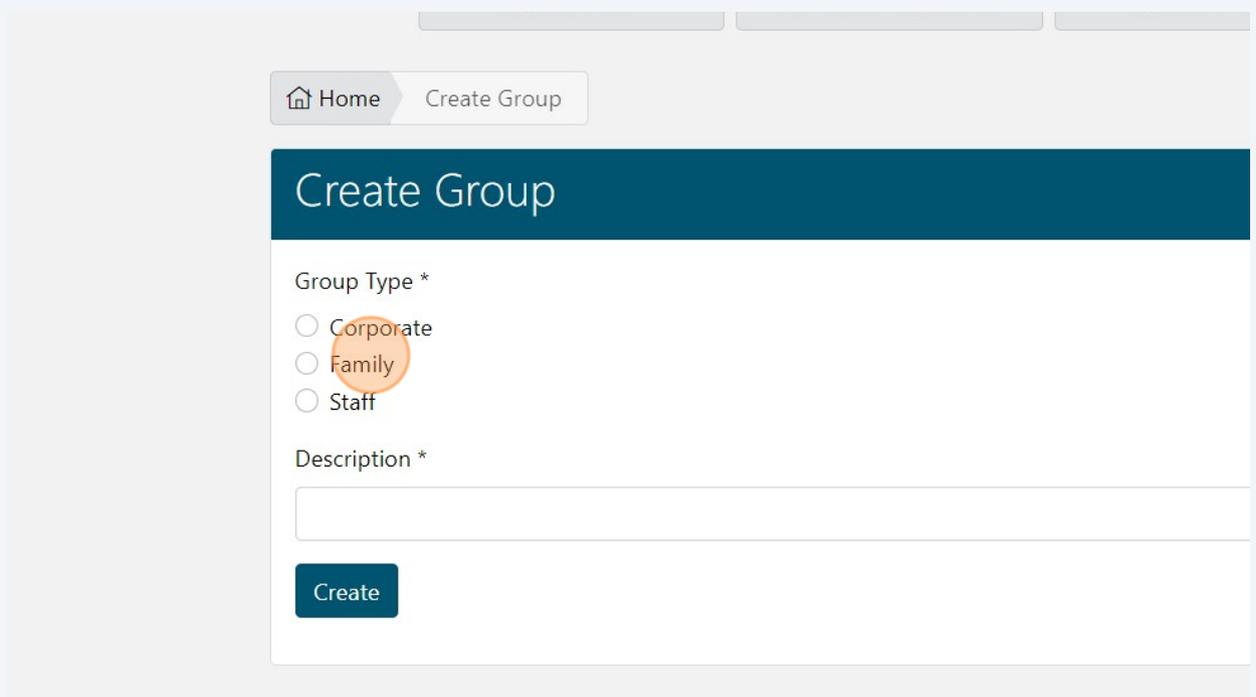
Outstanding Packages

No outstanding packages.

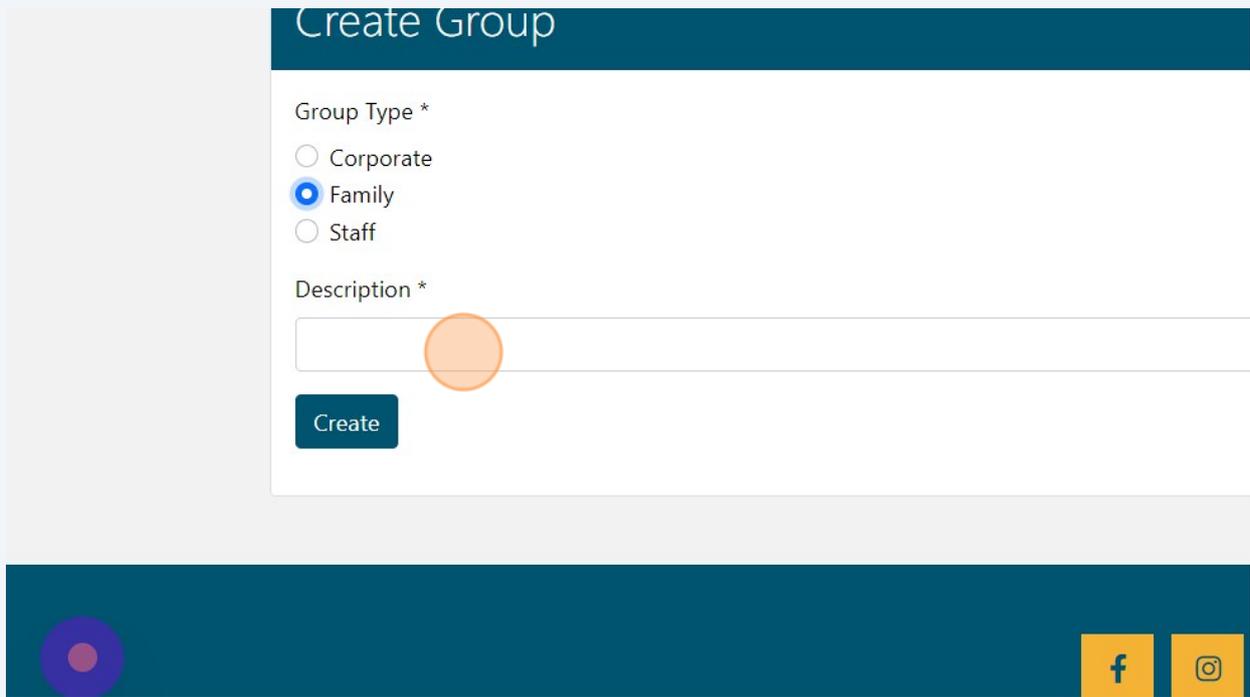
5 Click "Create Group"



6 Click "Family"



7 Enter Description

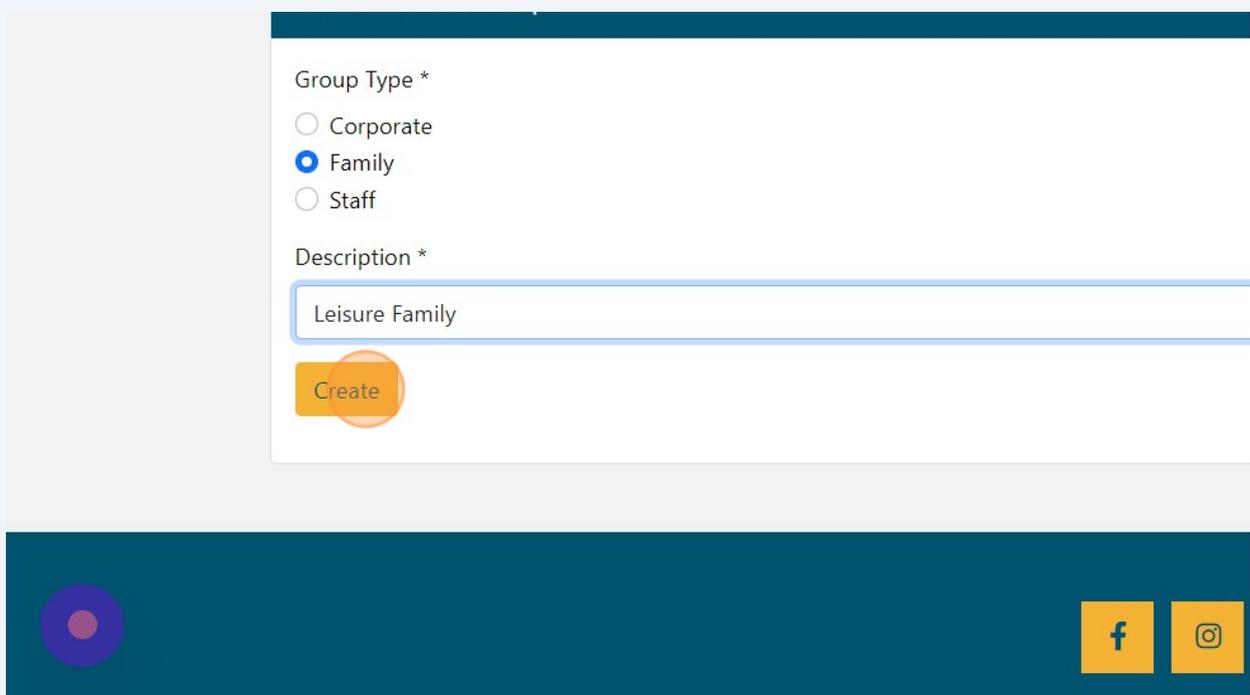


The screenshot shows a 'Create Group' form with the following elements:

- Group Type ***
 - Corporate
 - Family
 - Staff
- Description ***
 - A text input field with an orange circle highlighting it.
- Create** button

The form is set against a dark teal background with a purple profile picture icon on the left and social media icons for Facebook and Instagram on the right.

8 Click "Create"



The screenshot shows the same 'Create Group' form as in step 7, but with the following changes:

- The **Description *** field now contains the text "Leisure Family".
- The **Create** button is highlighted with an orange circle.

The form layout and background elements remain the same as in the previous step.

9 Click "Add"

Families and Groups

Create Group

Family: Leisure Family

Name	Role
Leisure Test	Owner

Add

f i

10 Add information for a family member

Add Family Member

Family

Leisure Family

First Name *

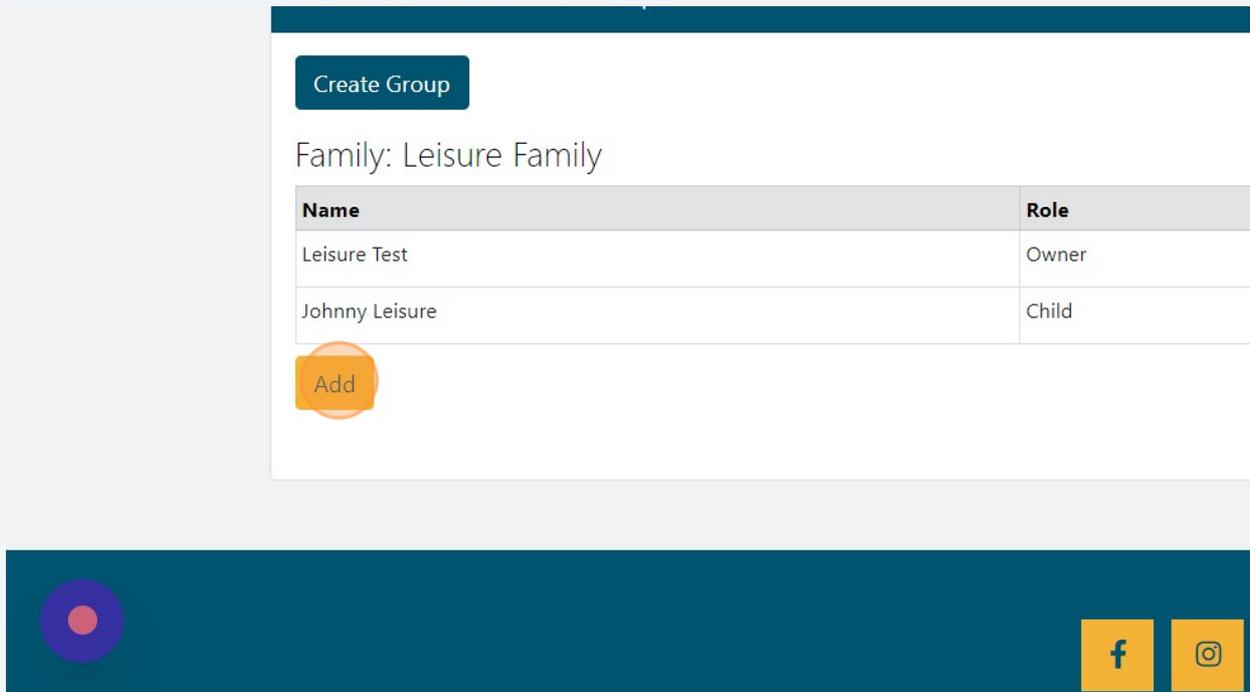
Last Name *

Gender

-- Select A Gender --

Role

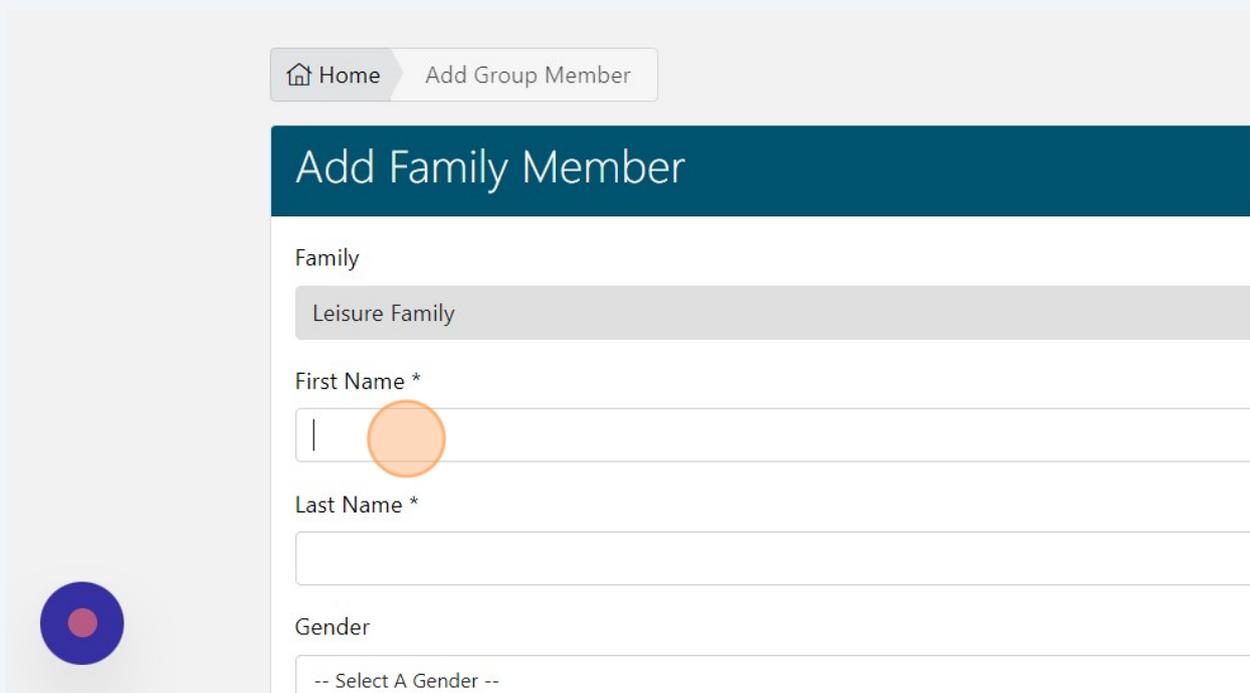
11 Click "Add" if you wish to add another member



The screenshot shows a 'Create Group' interface. At the top, there is a dark blue header with the text 'Create Group' in white. Below the header, the text 'Family: Leisure Family' is displayed. A table with two columns, 'Name' and 'Role', lists the current members. Below the table, there is an orange 'Add' button. The bottom of the interface features a dark blue footer with a purple circular logo on the left and social media icons for Facebook and Instagram on the right.

Name	Role
Leisure Test	Owner
Johnny Leisure	Child

12 Repeat the process for all members being added



The screenshot shows an 'Add Family Member' form. At the top, there is a dark blue header with the text 'Add Family Member' in white. Below the header, the text 'Family' is displayed, followed by a dropdown menu showing 'Leisure Family'. Below this, there are three input fields: 'First Name *', 'Last Name *', and 'Gender'. The 'First Name' field has an orange circle highlighting the input area. The 'Gender' field is a dropdown menu with the text '-- Select A Gender --'. The bottom of the interface features a dark blue footer with a purple circular logo on the left.