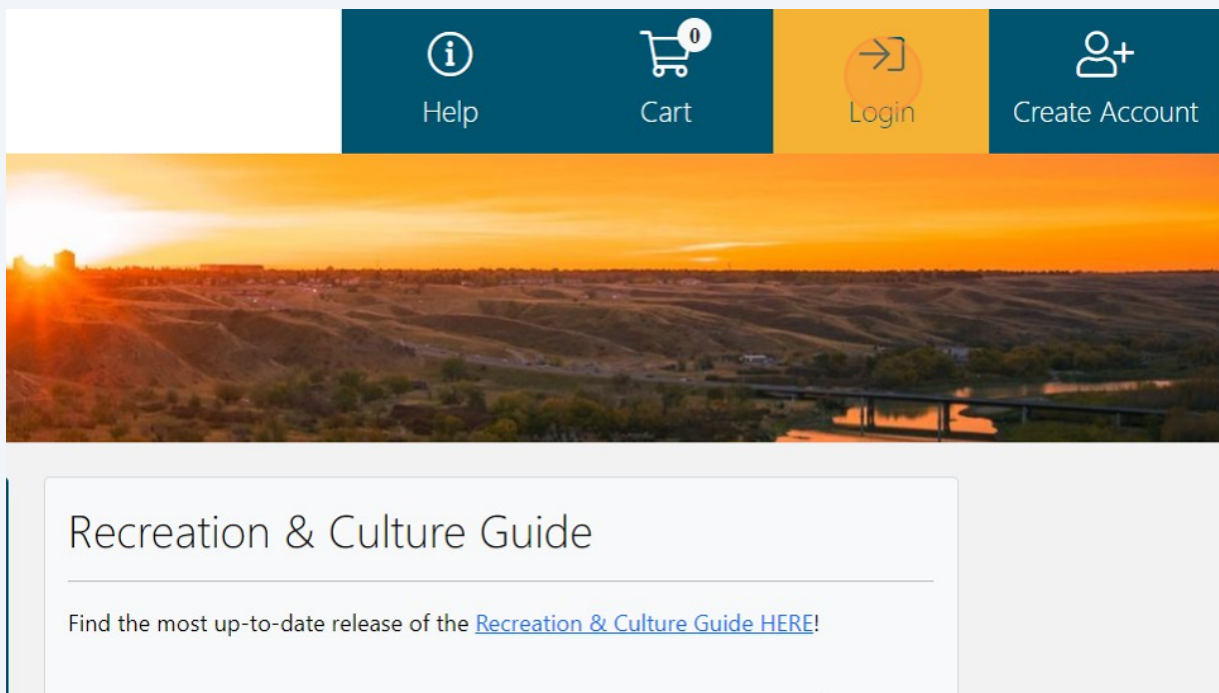


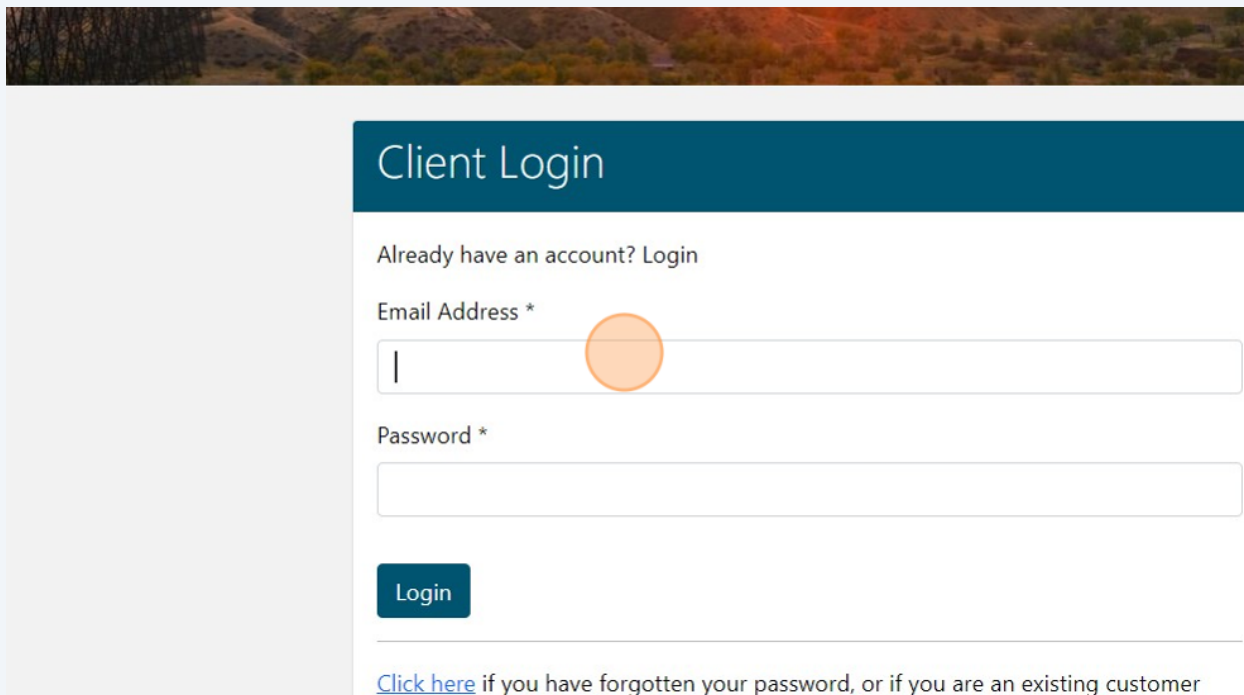
How to Create a Family Group

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' in a dark blue header. Below the header, there is a link 'Already have an account? Login'. The form has two input fields: 'Email Address *' and 'Password *'. An orange circle highlights the 'Email Address *' field. Below the password field is a 'Login' button. At the bottom, there is a link: 'Click here if you have forgotten your password, or if you are an existing customer'.

Client Login

Already have an account? Login

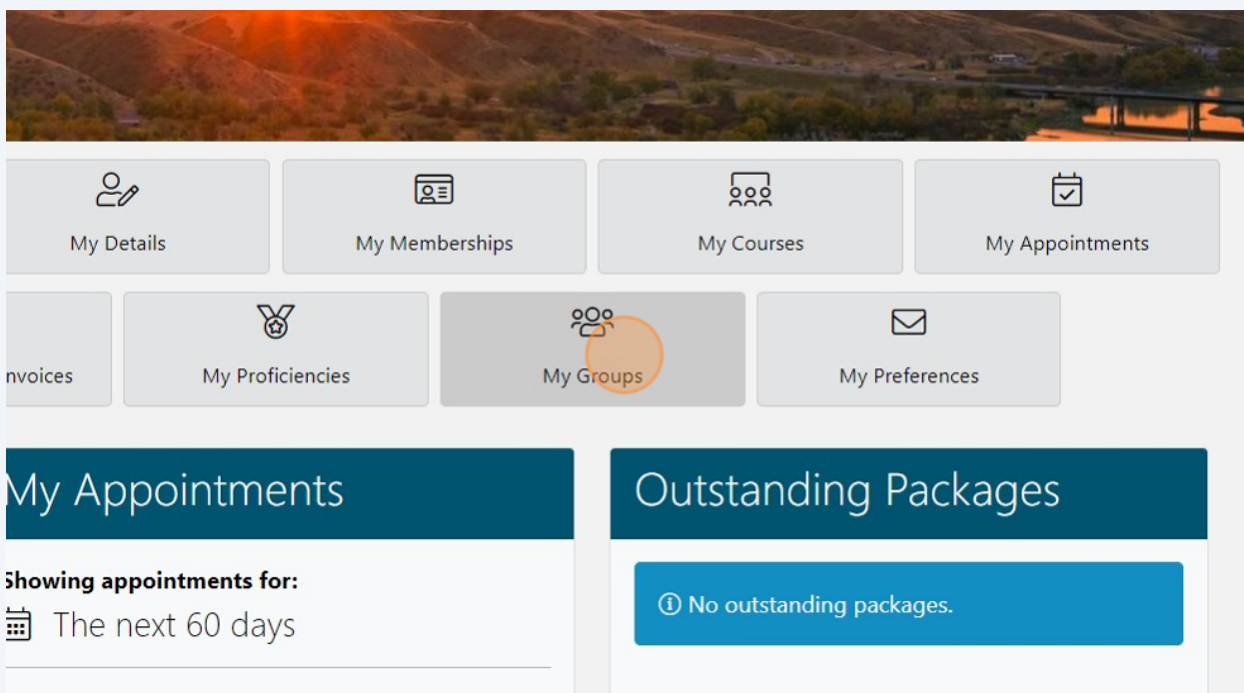
Email Address *

Password *

Login

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

4 Click "My Groups"



The screenshot shows a user dashboard with a background image of a desert landscape. The dashboard has a grid of eight buttons: 'My Details', 'My Memberships', 'My Courses', 'My Appointments', 'Invoices', 'My Proficiencies', 'My Groups', and 'My Preferences'. The 'My Groups' button is highlighted with an orange circle. Below the grid, there are two sections: 'My Appointments' and 'Outstanding Packages'. The 'My Appointments' section shows 'Showing appointments for: The next 60 days'. The 'Outstanding Packages' section shows '1 No outstanding packages.'.

My Details

My Memberships

My Courses

My Appointments

Invoices

My Proficiencies

My Groups

My Preferences

My Appointments

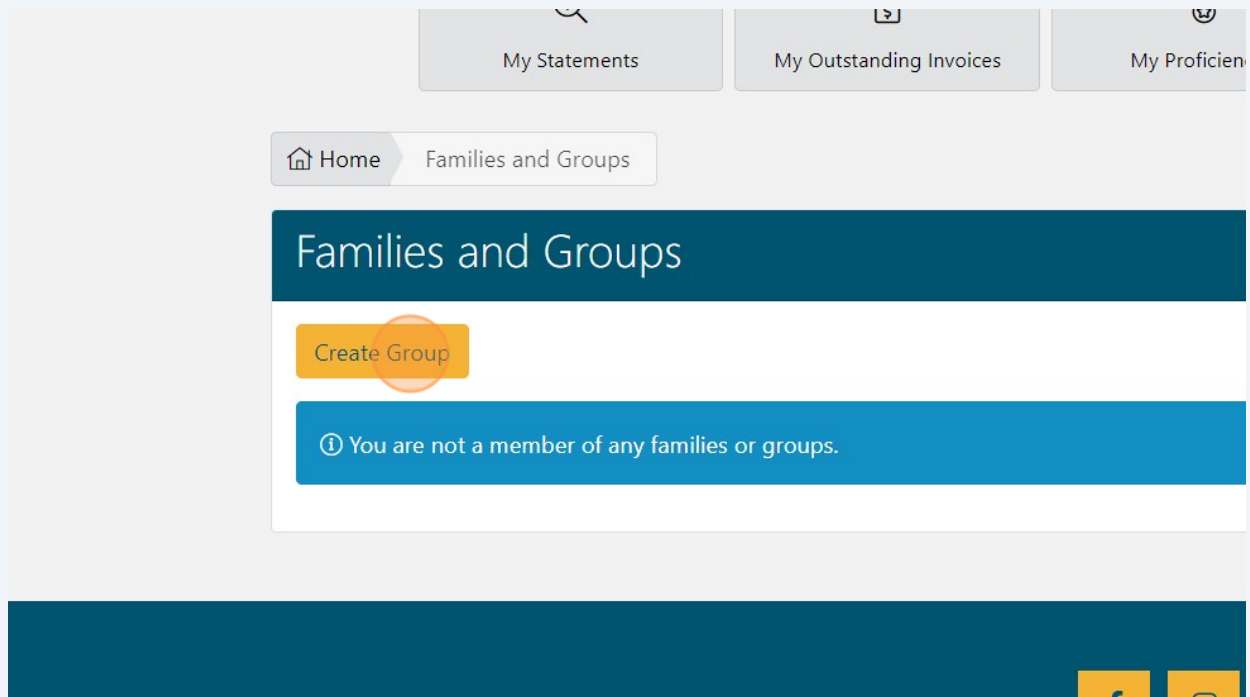
Showing appointments for:

📅 The next 60 days

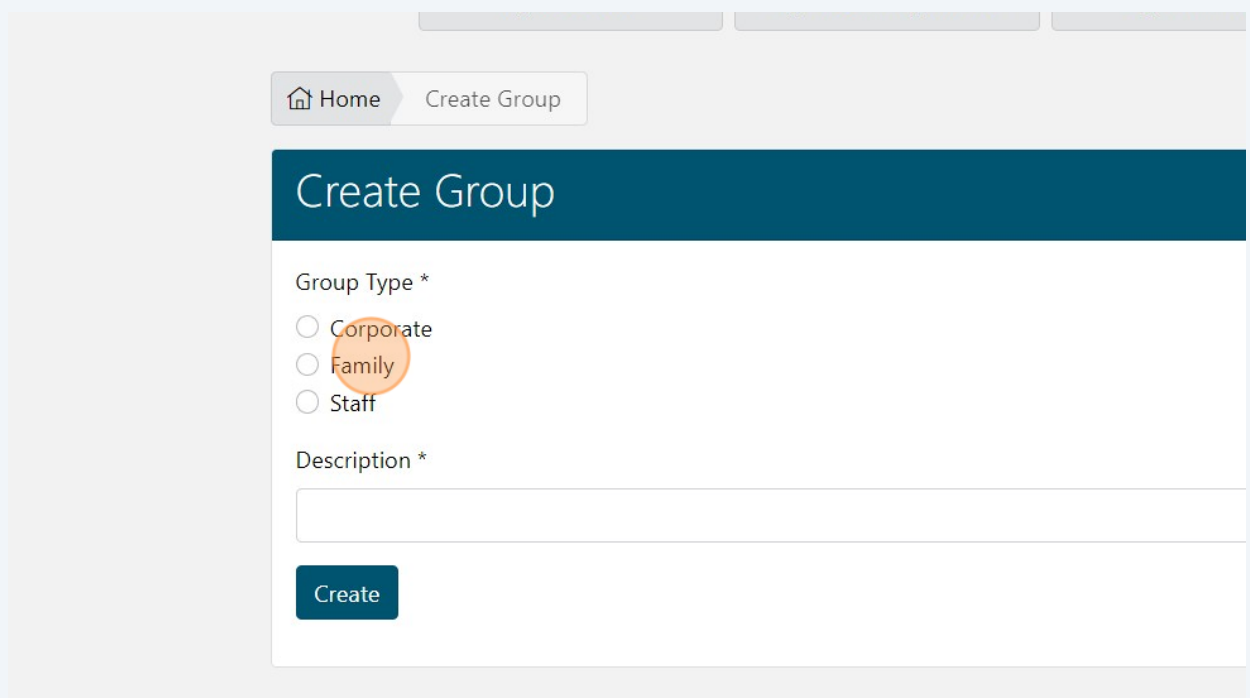
Outstanding Packages

① No outstanding packages.

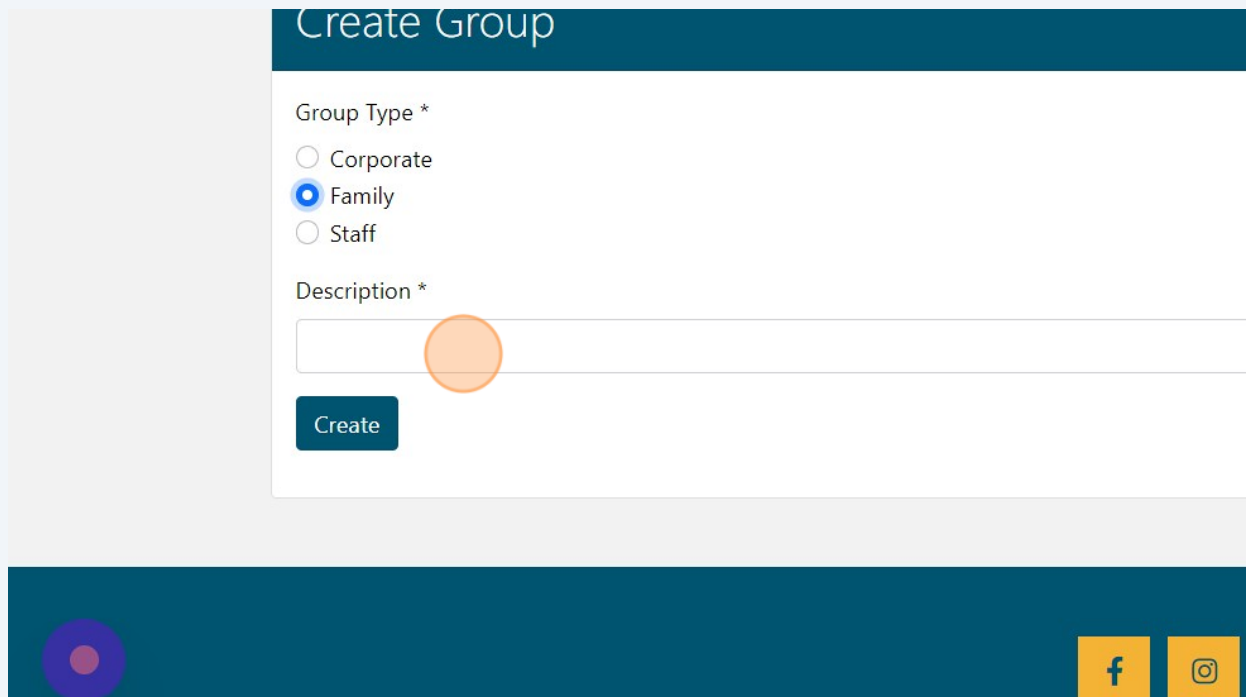
5 Click "Create Group"



6 Click "Family"



7 Enter Description



The screenshot shows a web interface for creating a group. The title 'Create Group' is at the top. Below it, the 'Group Type *' section has three radio buttons: 'Corporate', 'Family' (which is selected), and 'Staff'. The 'Description *' section has a text input field with an orange circle cursor inside. A 'Create' button is below the input field. The footer contains a purple circular logo on the left and Facebook and Instagram icons on the right.

Create Group

Group Type *

☐ Corporate

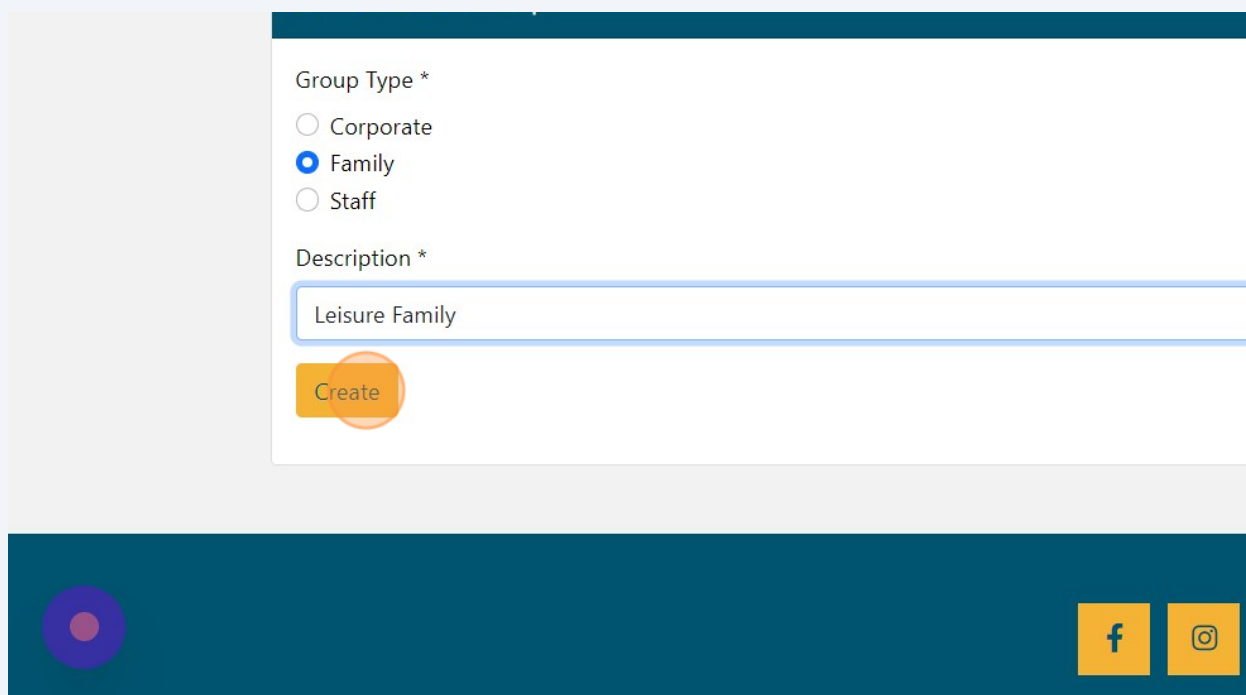
☒ Family

☐ Staff

Description *

Create

8 Click "Create"



This screenshot is identical to the previous one, but the 'Create' button is now highlighted with an orange circle, indicating it is the next step in the process. The text 'Leisure Family' is now visible in the description input field.

Create Group

Group Type *

☐ Corporate

☒ Family

☐ Staff

Description *

Leisure Family

Create

9 Click "Add"

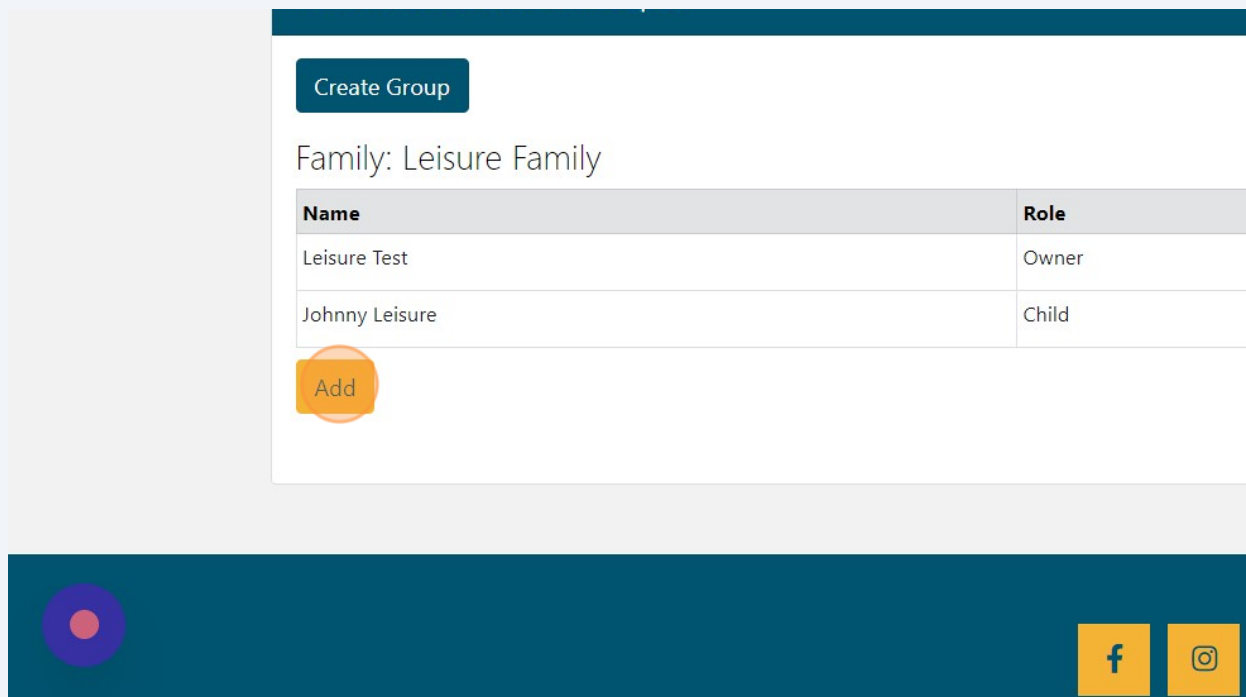
The screenshot shows a web interface titled "Families and Groups". At the top, there is a dark blue header bar. Below it, a white box contains a "Create Group" button. Underneath, the text "Family: Leisure Family" is displayed. A table with two columns, "Name" and "Role", is shown. The table has one row with the value "Leisure Test" under "Name" and "Owner" under "Role". Below the table, an orange "Add" button is highlighted with a circular callout. At the bottom right of the page, there are two yellow social media icons for Facebook and Instagram.

Name	Role
Leisure Test	Owner

10 Add information for a family member

The screenshot shows a web interface titled "Add Family Member". It features a form with the following fields: "Family" (a dropdown menu with "Leisure Family" selected), "First Name *" (a text input field with a vertical cursor and an orange callout circle), "Last Name *" (a text input field), "Gender" (a dropdown menu with "-- Select A Gender --" selected), and "Role" (a text input field). The form is set against a dark blue header bar.

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



Create Group

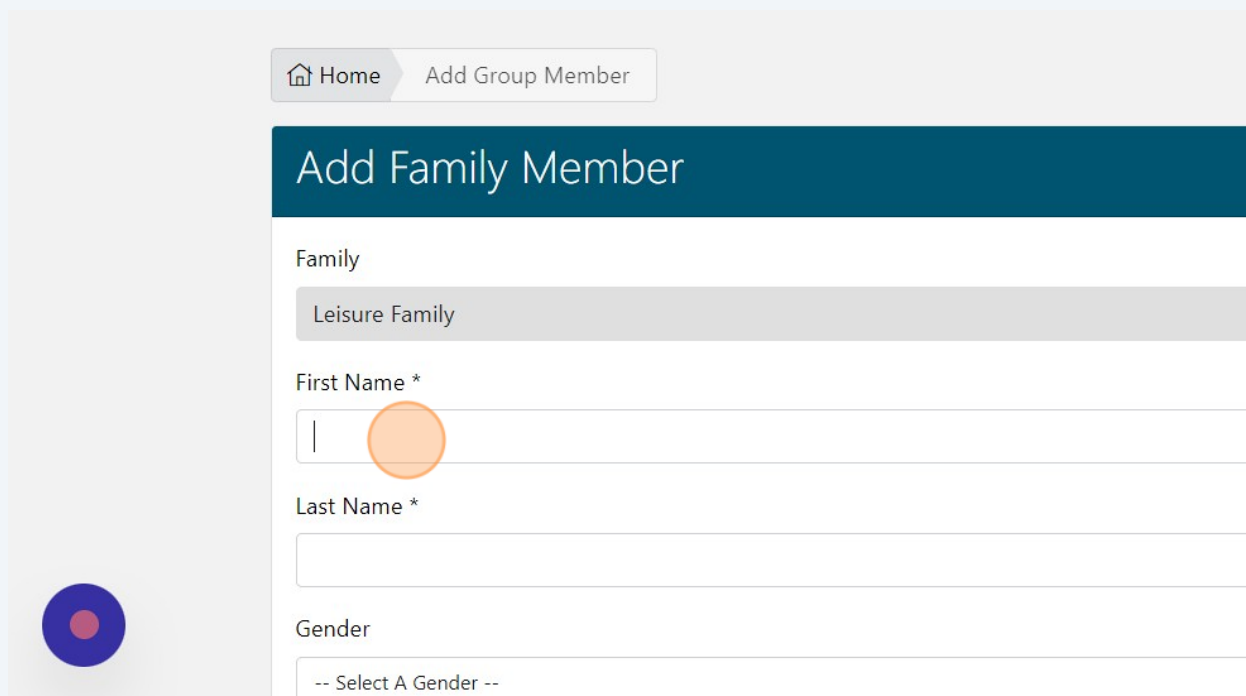
Family: Leisure Family

Name	Role
Leisure Test	Owner
Johnny Leisure	Child

Add

The screenshot shows a web interface for creating a group. At the top is a dark blue header with a 'Create Group' button. Below it, the text 'Family: Leisure Family' is displayed. A table lists existing members: 'Leisure Test' (Owner) and 'Johnny Leisure' (Child). An orange 'Add' button is positioned below the table. The bottom of the interface features a dark blue footer with a purple circular logo on the left and Facebook and Instagram icons on the right.

- 12 Repeat the process for all members being added



Home Add Group Member

Add Family Member

Family

Leisure Family

First Name *

Last Name *

Gender

-- Select A Gender --

The screenshot displays the 'Add Family Member' form. At the top, there are navigation links for 'Home' and 'Add Group Member'. The form title 'Add Family Member' is in a dark blue header. Below this, the 'Family' dropdown menu is set to 'Leisure Family'. There are input fields for 'First Name *' and 'Last Name *', with an orange circle highlighting the 'First Name' field. A 'Gender' dropdown menu is at the bottom, showing '-- Select A Gender --'. A purple circular logo is visible in the bottom left corner of the page.