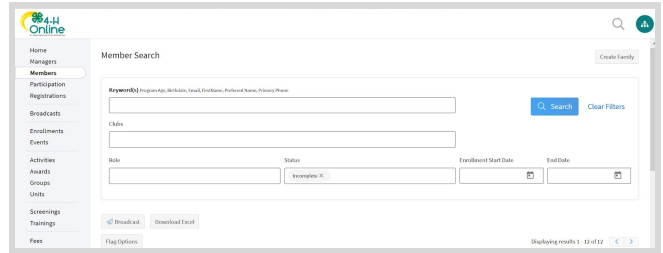


Creating Family Profiles

1. Click on the Members tab in the navigation pane.
2. Click the Create Family button in the upper right corner.



3. Enter the family's email address, Family Name, and Mobile Phone Number. The family county will default to the same county the manager is accessing when creating the family.
4. Click the Save button.
5. Search and login to the family profile to update all the other information for that family and start adding members.

NOTE: The family email address is currently required. This requirement will be removed in an upcoming update to the program.