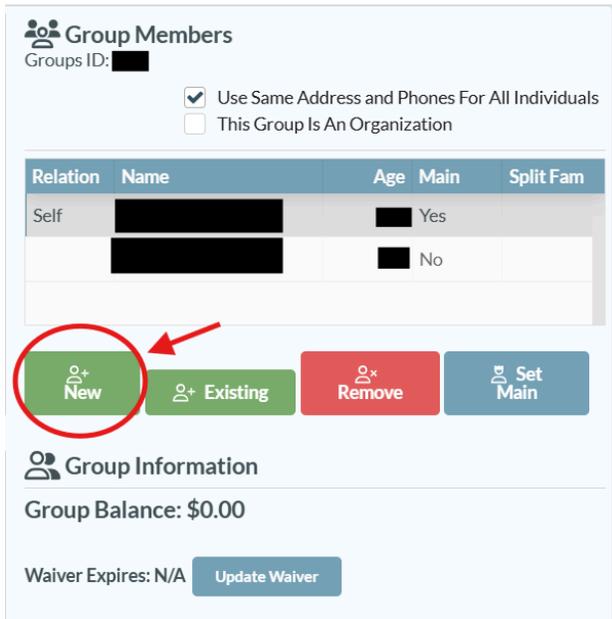


Adding Additional Members to a Patron Membership

To include family members as part of the Patron Membership Discount, be sure each member is added as a **Group Member** in your account.

Adding a Group Member

1. Log into your account. On the right hand side of the page, click **+New** under Group Members section



Group Members
Groups ID: [REDACTED]

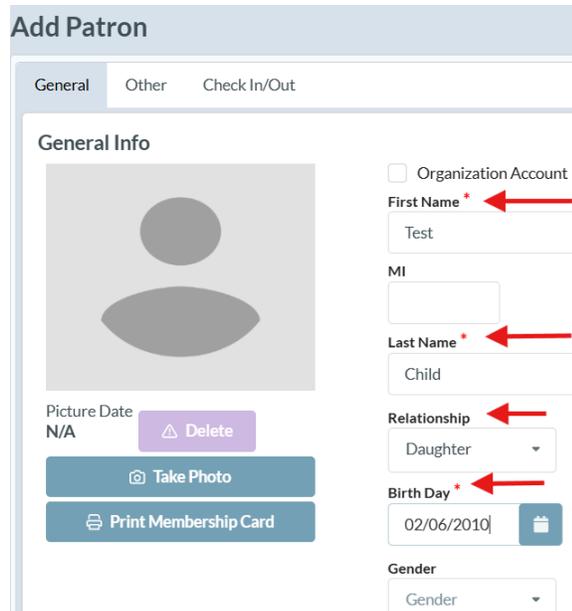
Use Same Address and Phones For All Individuals
 This Group Is An Organization

Relation	Name	Age	Main	Split Fam
Self	[REDACTED]	[REDACTED]	Yes	
	[REDACTED]	[REDACTED]	No	

New **Existing** **Remove** **Set Main**

Group Information
Group Balance: \$0.00
Waiver Expires: N/A **Update Waiver**

2. Add new family member
3. Include full name, date of birth, and relationship



Add Patron

General Other Check In/Out

General Info

Organization Account

First Name * [Test]

MI []

Last Name * [Child]

Relationship [Daughter]

Birth Day * [02/06/2010]

Gender [Gender]

Picture Date N/A **Delete**

Take Photo

Print Membership Card

4. Click **SAVE** (bottom right)
5. Next you will be prompted to add your family member to the Group.
 - a. Highlight the currently active Patron Membership
 - b. Click **CONFIRM**

Add Test Child to Group ← Back


Membership Additions

These are memberships in the new group with open spots please select the memberships you want to add Test Child to.

Membership	Expiration Date
Patron Membership	01/28/2027

← Back
→
✓ Confirm

You will now see the addition listed on your account under Group Members.

Group Members
Groups ID: 349

Use Same Address and Phones For All Individuals
 This Group Is An Organization

Relation	Name	Age	Main	Split Fam
Self	[REDACTED]		Yes	
	[REDACTED]		No	
Daughter	Test Child	16	No	

→

 New

 Existing

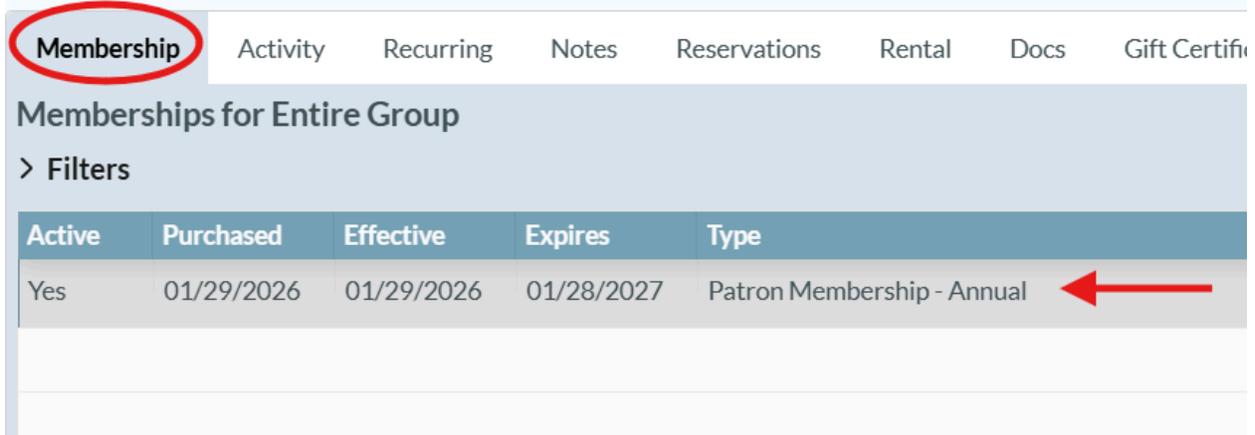
 Remove

 Set Main

See next page >>>

Verifying your family member was added.

1. Double click on your Patron Membership under the Membership tab (lower left).

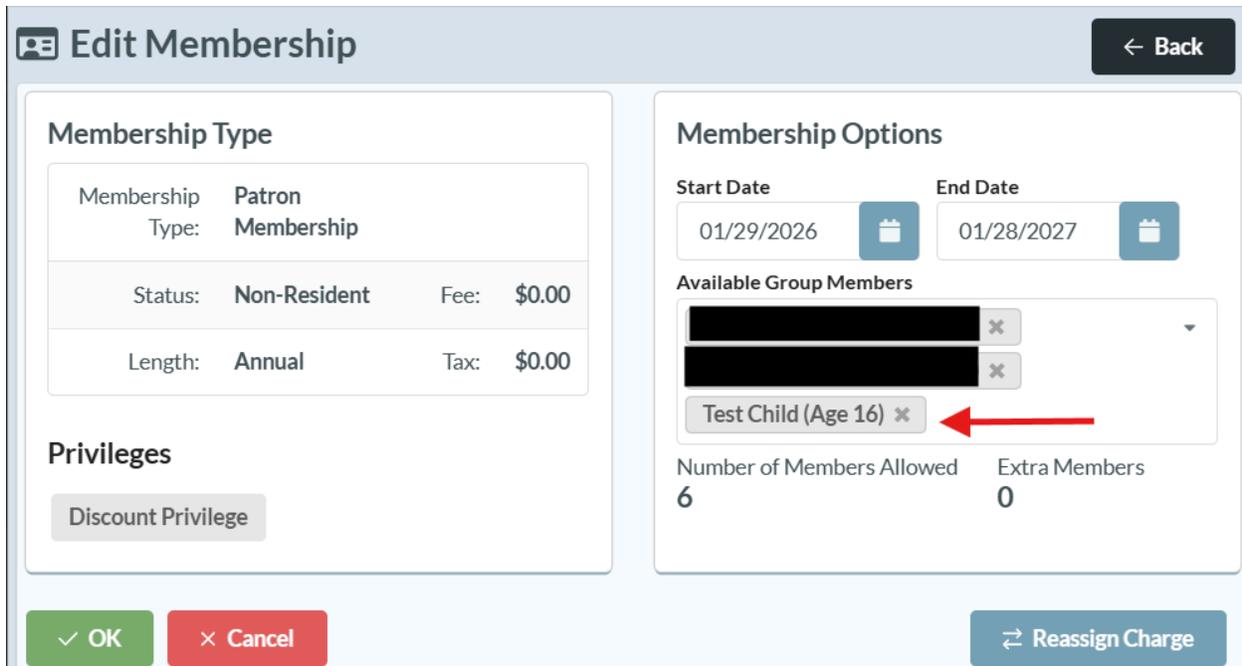


Membership Activity Recurring Notes Reservations Rental Docs Gift Certif

Memberships for Entire Group

> Filters

Active	Purchased	Effective	Expires	Type
Yes	01/29/2026	01/29/2026	01/28/2027	Patron Membership - Annual



Edit Membership

← Back

Membership Type

Membership Type: Patron Membership

Status: Non-Resident Fee: \$0.00

Length: Annual Tax: \$0.00

Privileges

Discount Privilege

Membership Options

Start Date: 01/29/2026 End Date: 01/28/2027

Available Group Members

- [Redacted]
- [Redacted]
- Test Child (Age 16)

Number of Members Allowed: 6 Extra Members: 0

2. Confirm your added family member is listed under Available Group Members. Click **OK**.
3. If the added family member is not listed under Available Group Members, Click on the drop down arrow and select the family member.

Edit Membership

← Back

Membership Type

Membership Type:	Patron Membership		
Status:	Non-Resident	Fee:	\$0.00
Length:	Annual	Tax:	\$0.00

Privileges

Discount Privilege

Membership Options

Start Date: 01/29/2026  End Date: 01/28/2027 

Available Group Members

-  

✓ OK

× Cancel

↔ Reassign Charge

4. Click **OK**. You are all set!