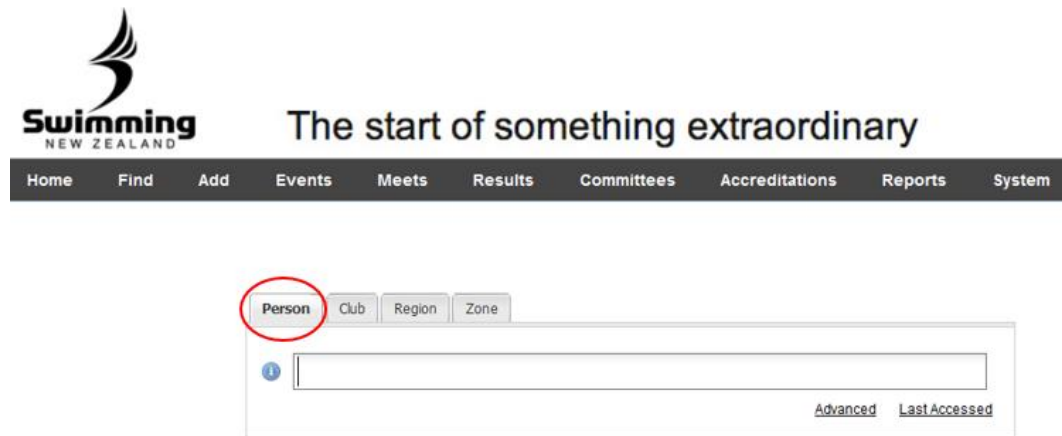


# How do I link members together as families?

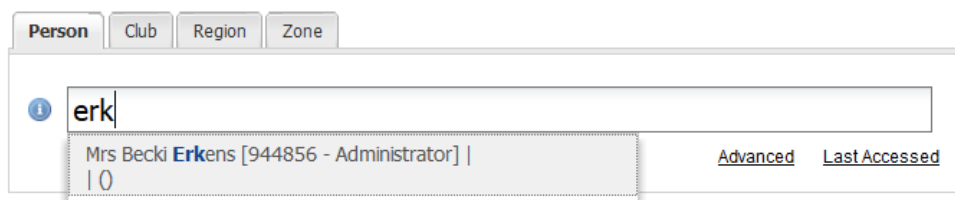
1

In the Person tab...



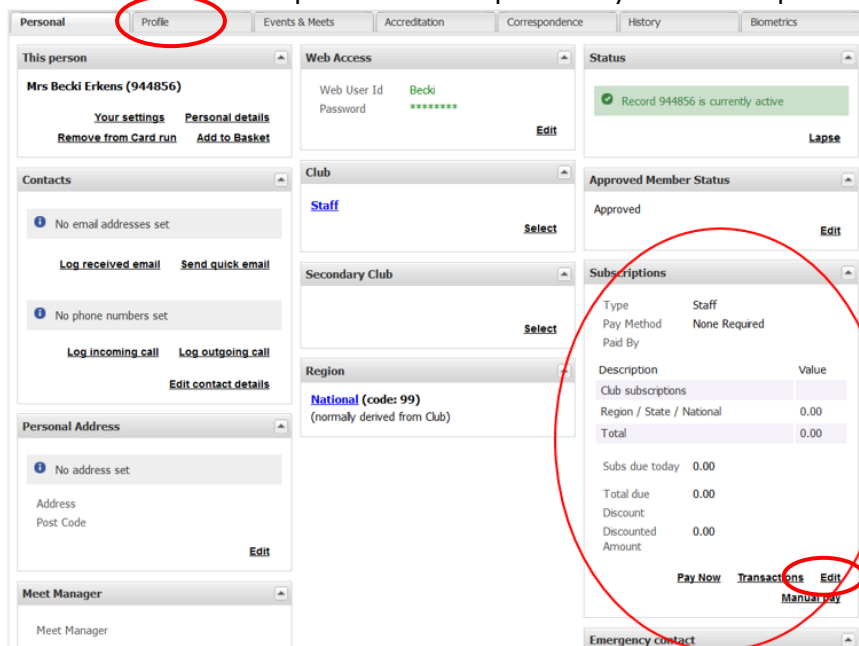
2

Type the members surname in the search bar, select the correct member name when the dropdown bar appears.



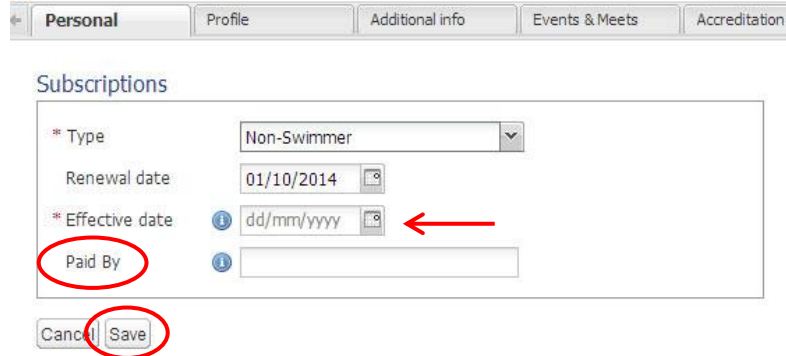
3

Clicking back to the 'Personal' tab will bring up the below screen. Click 'Edit' button under 'Subscriptions' to set up a family relationship.



4

Enter the name of the person you wish to set up the family relationship with in the 'Paid by' box. This will establish this person as the Primary in the family relationship. The member you are editing becomes the Secondary.



Personal Profile Additional info Events & Meets Accreditation

Subscriptions

\* Type Non-Swimmer

Renewal date 01/10/2014

\* Effective date dd/mm/yyyy

Paid By

Cancel Save

6

Repeat the process with any remaining family members.

