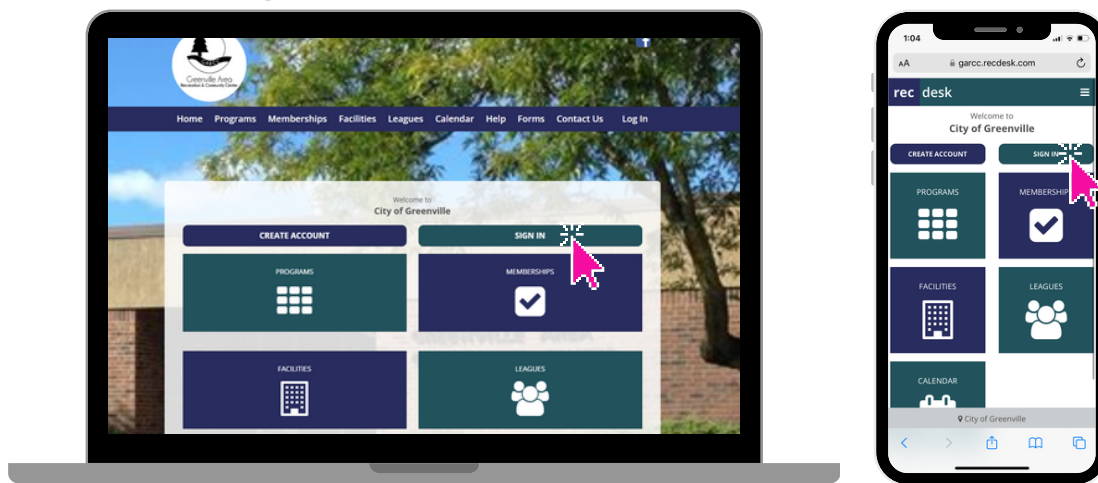




Step One: Go to the registration site (use greenvillemi.org/register or garcc.recdesk.com)

Step Two: Click “Sign In”



Step Three: Click “Add Household Member.”

Step Four: Enter the new member’s name. It will automatically pull the last name of the Primary Account Holder, but you can change it if needed.

Step Five: If the new user is another parent/guardian who needs to receive information about registrations, you can check “Head of Household” to add them as another “Head of Household.”

Step Six: Enter the new user’s birth date and gender. It will automatically pull the address, email, and phone number from the primary account information (what was used at setup), but you can edit them if needed (another adult may want their own information here, but a child will not have different information)

Step Seven: If this user would like to get text notifications for programs, enter their mobile phone number in the “Mobile Phone” section (even if it is already their primary phone number). Check “Opt-In Text Alerts” and select their carrier from the options.

Step Eight: Enter the emergency contact for the new user.

Step Nine: Enter any allergies or medical accommodations for the new user.

Step Nine: Click “Submit.”