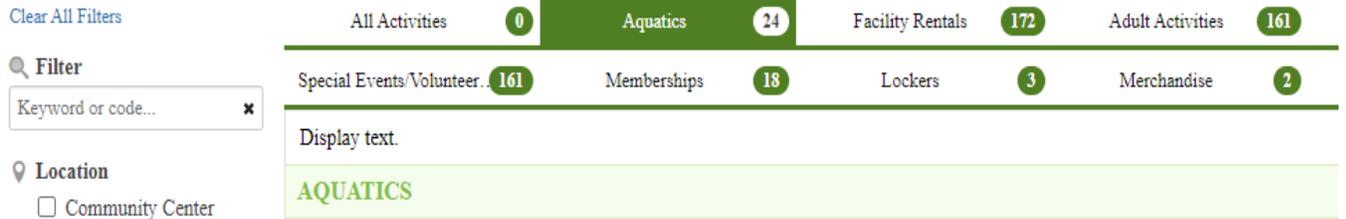
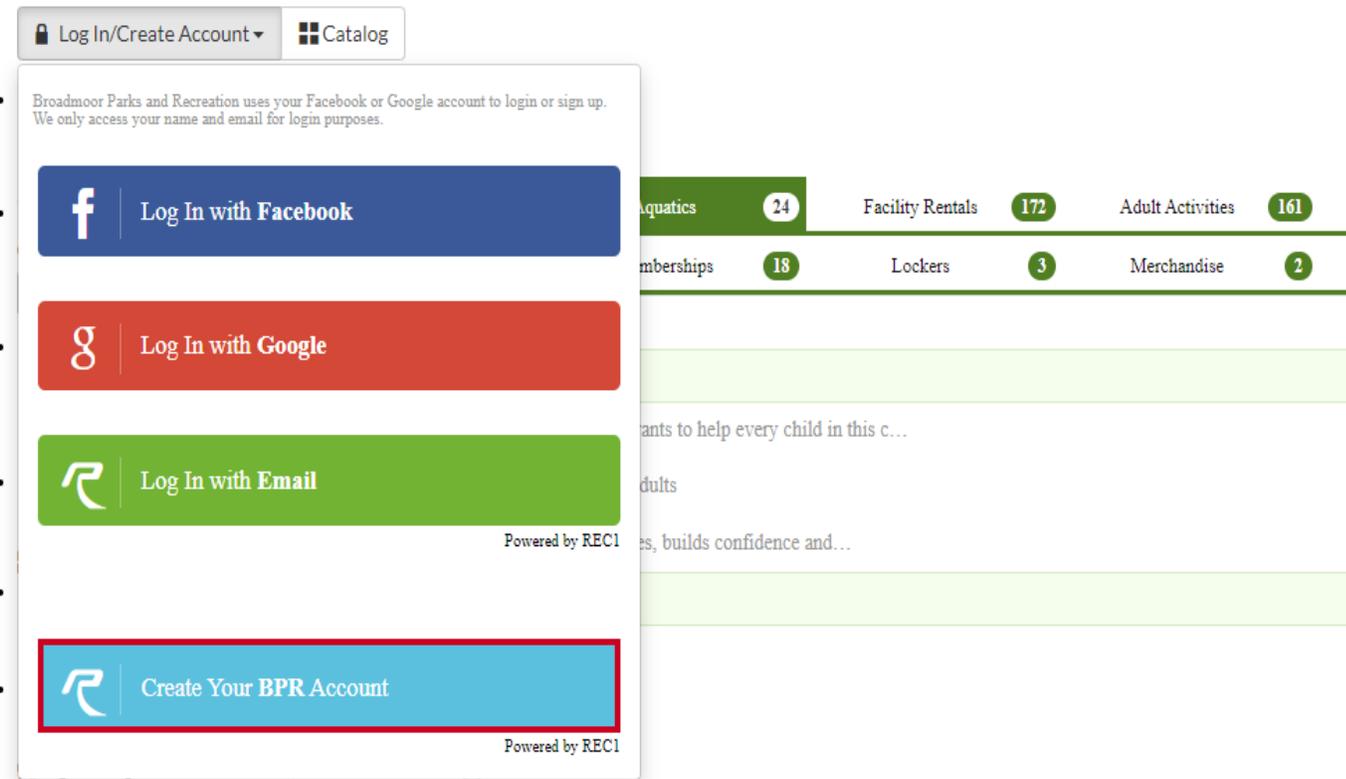


Instructions

1. On the Public View, click **Log In/Create Account**



2. Select **Create Your Account**



3. Fill in Account Holder fields

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

BASICS	ADDRESS
<p>Account Type Individual Organization</p> <p>Name* First Name Middle Na Last Name N/A ▼</p> <p>Date of Birth* mm/dd/YYYY</p> <p>Gender Male Female Non-Binary Prefer Not To Say</p> <p>Dates Dates</p>	<p>Address Line 1 * Address Line 1</p> <p>Address Line 2 Address Line 2</p> <p>Zip/Postal Code, City/M... 66502 Manhattan KS ▼</p> <p>Country* United States ▼</p> <p>County/Parish County/Parish</p>
CONTACT INFO	ACCOUNT SETTINGS
<p>Phone 1 Phone 1 Label No Mobile Carrier ▼</p> <p>Phone 2 Phone 2 Label No Mobile Carrier ▼</p> <p>Phone 3 Phone 3 Label No Mobile Carrier ▼</p> <p>Email Preferences Add Email</p> <p>Emergency Contacts Manage Emergency Contacts (0 of 5 selected)</p>	<p>Primary Email* Primary Email</p> <p>Password* Password</p> <p>Confirm Password* Confirm Password</p> <p>Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters</p>

- **Note:** Fields will vary based on your site, including required fields.
- **Basics:**
 - **Name (Required):** Provide first, middle, and last name
 - **Date of Birth (Required):** Add your birth date
 - **Gender:** Specify gender
 - **Note:** If the [Inclusive Gender Options setting](#) is enabled, **Non-Binary** and **Prefer Not To Say** will show as options.
- **Contact Info:**
 - **Phone 1-3:** Enter phone number, type of phone, and the mobile carrier
 - **Note:** If listing a cell phone number, you must select the mobile carrier if you wish to receive text message notifications.
 - **Email Preferences:** Click **Add Email** to enter an email address and [set email notification preferences](#)
 - **Emergency Contacts:** [Add emergency contacts](#) for the user
 - **Note:** If the [Emergency Contacts Required organization option](#) is enabled, you will be required to add the specified number of emergency contacts before saving.
- **Address:**
 - **Address Line 1-2 (Required):** Add your address
 - **City, State, Zip:** Enter the zip code, city, and state
 - **Country (Required):** Select the correct country
 - **County:** Enter the residential county or parish
- **Account Settings:**
 - **Primary Email (Required):** Enter your email address, this will be the username that you will use to sign in to your account
 - **Password (Required):** Create and confirm a password
 - **Note:** Passwords must be at least 8 characters long and contain characters from at least 3 of the following categories:
 - Lowercase letters
 - Uppercase letters
 - Numbers
 - Special characters

4. Click Next Step: Other Account Members

Cancel Next Step: Other Account Members

5. If needed, click **Add Account Member** to add additional users to the account

Step 1: Account Holder

Step 2: Other Account Members

First, Last, Gender, DOB...

Add Account Member

6. Enter their information

First, Last, Gender, DOB...

First

Last

M

F

NB

PNTS

mm/dd/YYYY

Grade

x

Add Account Member

- **First/Last:** Add first and last name of the user
- **Gender:** Select a gender for the user (**M** = Male, **F** = Female, **NB** = Non-Binary, and **PNTS** = Prefer Not To Say)
 - **Note:** The [Inclusive Gender Options setting](#) has to be enabled for Non-Binary and Prefer Not To Say to show as options.
- **Birthday/Grade:** Indicate their birthday and/or grade

7. Click **Save & Close** to complete the account setup

Cancel

Save & Close