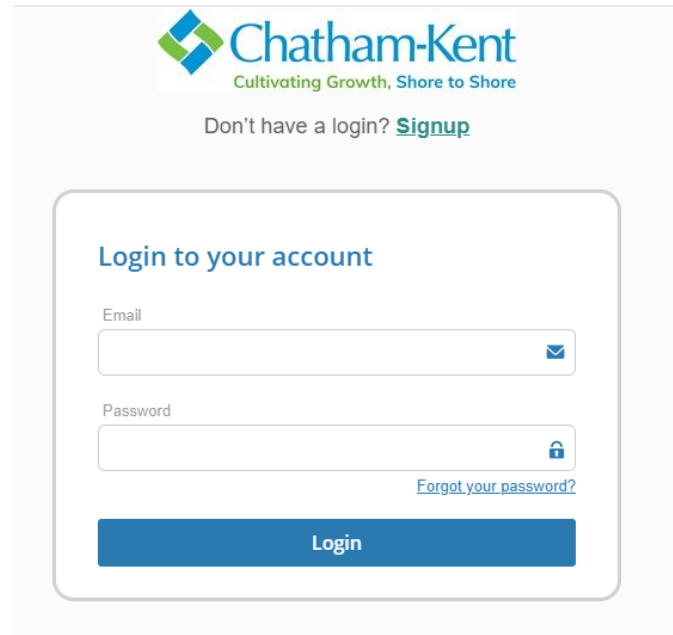


How to Log In, Edit Your Profile, Add a Family Member & Change Your Password

How to Log In

- Go to the registration [home screen](#)
- Enter your **Email** and **Password**
(Please note: a temporary password was sent to the email address you provided when creating the account. If it is the first time you are logging into the account you must use this password. When you login for the first time, you will be prompted to create a new password. Your new password must be at least 11 characters long and contain at least one number and one uppercase letter.)
- Select **Login**



The screenshot shows the Chatham-Kent login interface. At the top is the Chatham-Kent logo and tagline. Below it is a link for "Don't have a login? [Signup](#)". The main login area is titled "Login to your account" and contains two input fields: "Email" with an envelope icon and "Password" with a lock icon. A "Forgot your password?" link is positioned below the password field. At the bottom of the form is a blue "Login" button.

How to Edit Your Profile

- Once logged into your account, there will be a list of all the family members you have added to the account.
- Select the name of the person whose account you want to edit by clicking on the name.

Family Members

[Add Family Member](#) Search


<input type="checkbox"/> Photo ▲		Primary Phone	Email	Attendance Rating	
<input type="checkbox"/>	Jonny Smith	(519) 555-1010		--None--	> ..
<input type="checkbox"/>	Joan Smith	(519) 555-1010		--None--	> ..
<input type="checkbox"/>	John Smith	(519) 555-1010	JohnSmith@out...	--None--	> ..

Displaying items 1 - 3 of 3 [Print Page](#) [Export](#)

- Once into the **Family Member Detail** screen, select the green **Edit** button found just above the profile

Family Member Detail

[Back to Client List](#)
[Edit](#)
[Manage Login](#)
[Add Family Member](#)
[Buy Membership](#)



John Smith
[DeBoer Family](#)

Shared Credit
\$0.00

▼ General Information

First Name: John

Last Name: Smith

Age: 45

Birthday: 1975-01-12

- You can edit your name, primary & secondary phone numbers, and address.
 - **Note: Your birthdate and email address cannot be changed online and will require you to call our customer service centre at 519.360.1998.**
- Once you have completed editing your profile select **Save**.

Edit Family Member

▼ General Information

*First Name: John

*Last Name: Smith

Age: 45

Birthday: 1975-01-12

▼ Contact Information

*Primary Phone Type: Mobile

*Primary Phone: (519) 676-4544

Email: chathamkentpool@gmail.com

*Mailing: 68 Regent St

Blenheim


Canada

Ontario | N0P 1A0

Website:

Secondary Phone Type: Work

Secondary Phone:



Save Cancel




How to Add a Family Member

- Once logged into your account, select **Add Family Member**.

Family Members

[Add Family Member](#) Search

<input type="checkbox"/> Photo ▲		Primary Phone	Email	Attendance Rating	
<input type="checkbox"/>	Jonny Smith	(519) 555-1010		--None--	> ..
<input type="checkbox"/>	Joan Smith	(519) 555-1010		--None--	> ..
<input type="checkbox"/>	John Smith	(519) 555-1010	JohnSmith@out . . .	--None--	> ..


Displaying Items 1 - 3 of 3  Print Page  Export

(How to Add a Family Member, continued on next page)

- A new screen will appear.
- Some fields will auto populate such as email, phone number and address. **These can be changed manually if desired.**
- All fields marked with * are mandatory.
- Once completed click **Submit**.

Note: If your account is in a credit position, all family members on the account will share access to this credit balance.

Add Family Member ✕

First Name *

Last Name *
Smith

Birthday *
January ▼ DD YYYY

Email *
chathamkentpool@gmail.com

Primary Phone *
(519) 676-4544 📞

Primary Phone Type *
Mobile ▼

Street *
88 Regent St

City *
Blenheim

Country/Region *
Canada ▼


State/Province *
Ontario ▼

Zip/Postal Code *
N0P 1A0

Gender ▼

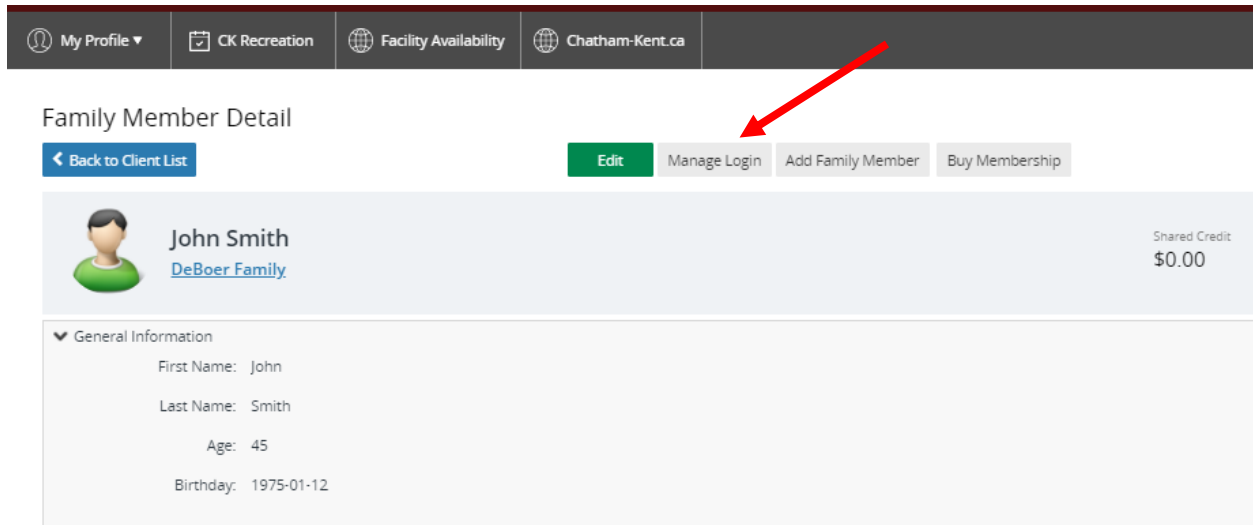
Contact Relation ▼

Cancel Submit



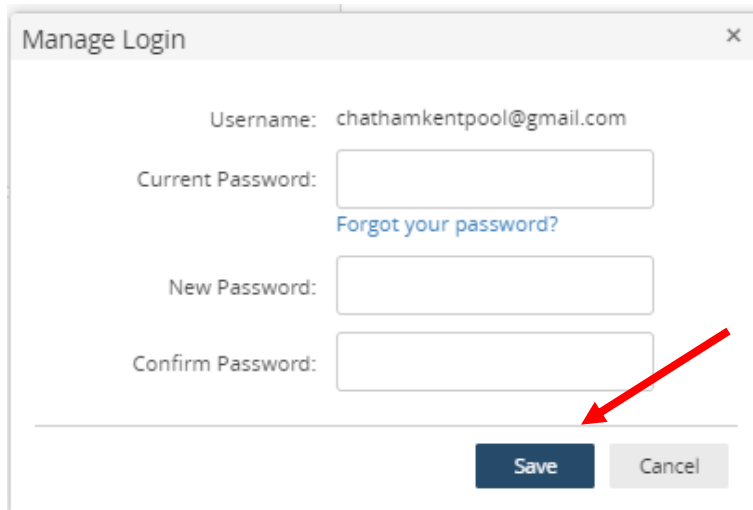
How to Change Your Password

- After logging into your account, click on a family member's name to go to the **Family Member Detail** screen (shown below).
- From the **Family Member Detail** screen, select **Manage Login**.



The screenshot shows the 'Family Member Detail' page for John Smith. At the top, there is a navigation bar with 'My Profile', 'CK Recreation', 'Facility Availability', and 'Chatham-Kent.ca'. Below this, the page title 'Family Member Detail' is followed by a 'Back to Client List' button and a row of action buttons: 'Edit', 'Manage Login', 'Add Family Member', and 'Buy Membership'. A red arrow points to the 'Manage Login' button. The user's profile information is displayed, including a name 'John Smith', family name 'DeBoer Family', and a 'Shared Credit' of '\$0.00'. A 'General Information' section is expanded, showing 'First Name: John', 'Last Name: Smith', 'Age: 45', and 'Birthday: 1975-01-12'.

- A **Manage Login** box will appear.
- From this screen, you can change your current password by entering your old password, new password, and confirming your new password.
- Select **Save** one complete.



The screenshot shows a 'Manage Login' dialog box. It contains the following fields: 'Username: chathamkentpool@gmail.com', 'Current Password:' with an input field, a link for 'Forgot your password?', 'New Password:' with an input field, and 'Confirm Password:' with an input field. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.