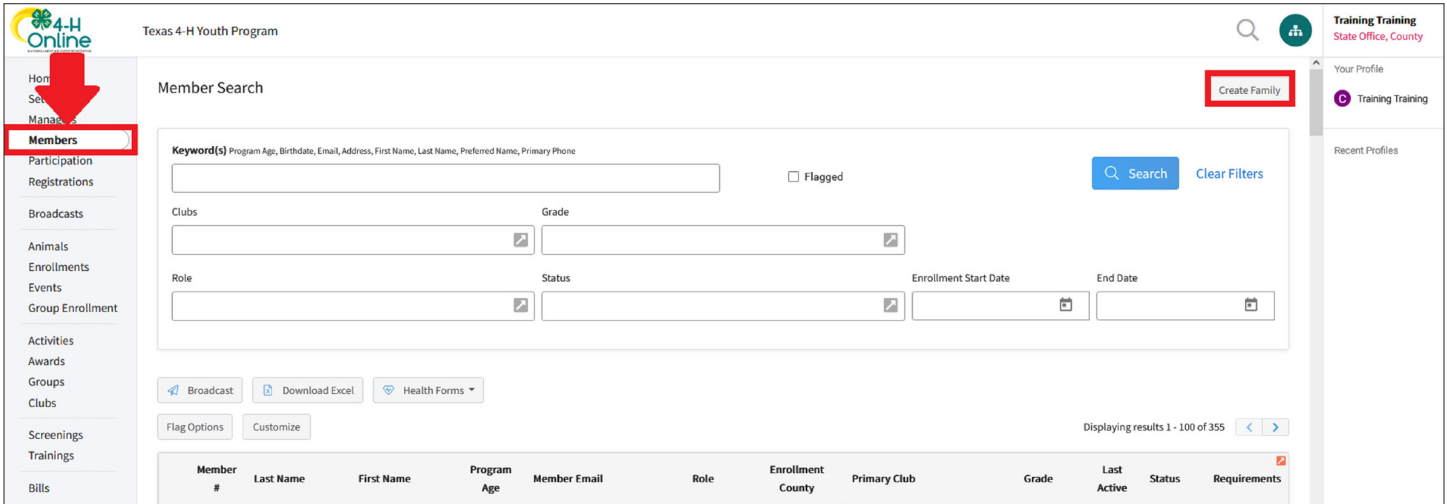
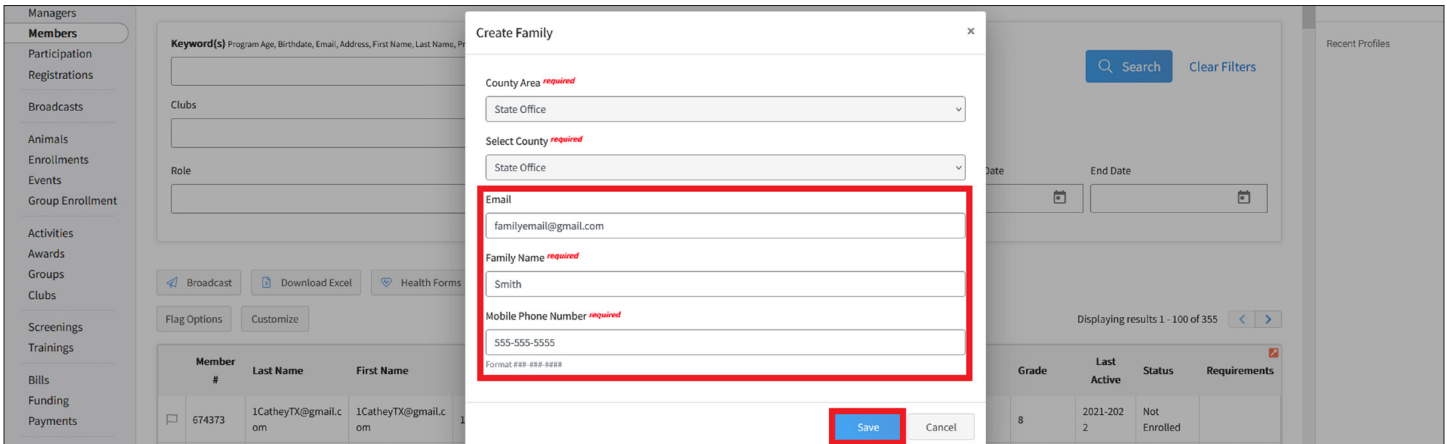


CREATING A FAMILY ACCOUNT LOGGED IN AS A MANAGER

- Click on the Members link in the navigation menu on the left side of the screen.
- Click the Create Family button in the upper right corner.

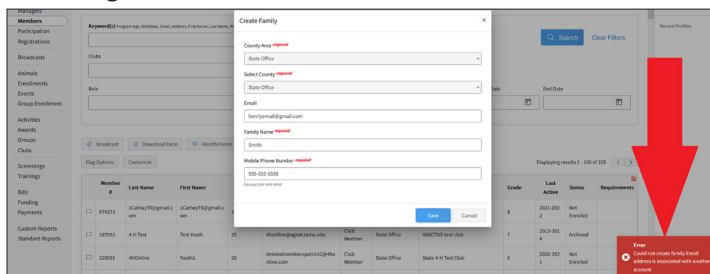


- Enter the family's email address, last name and mobile phone number. The family's county will default to the same county the manager is accessing when creating the account. The family email address is not required but the family will not be able to login without it.
- Click the blue Save button.



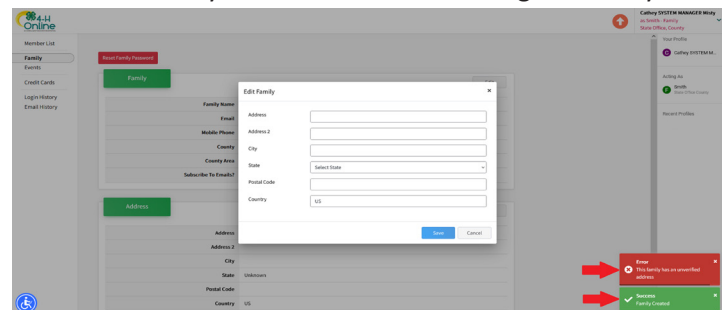
FAMILY ADD ERROR

If the email address is already in the system there will be an error that will be displayed in red at the bottom of the screen. An email address can only be used once for a family or manager account.



FAMILY ADDED SUCCESSFULLY

If the email address is not already in the system the family account will be created and a green Success-Family Created message will appear at the bottom of the screen. 4HOnline will automatically continue on with creating the family.

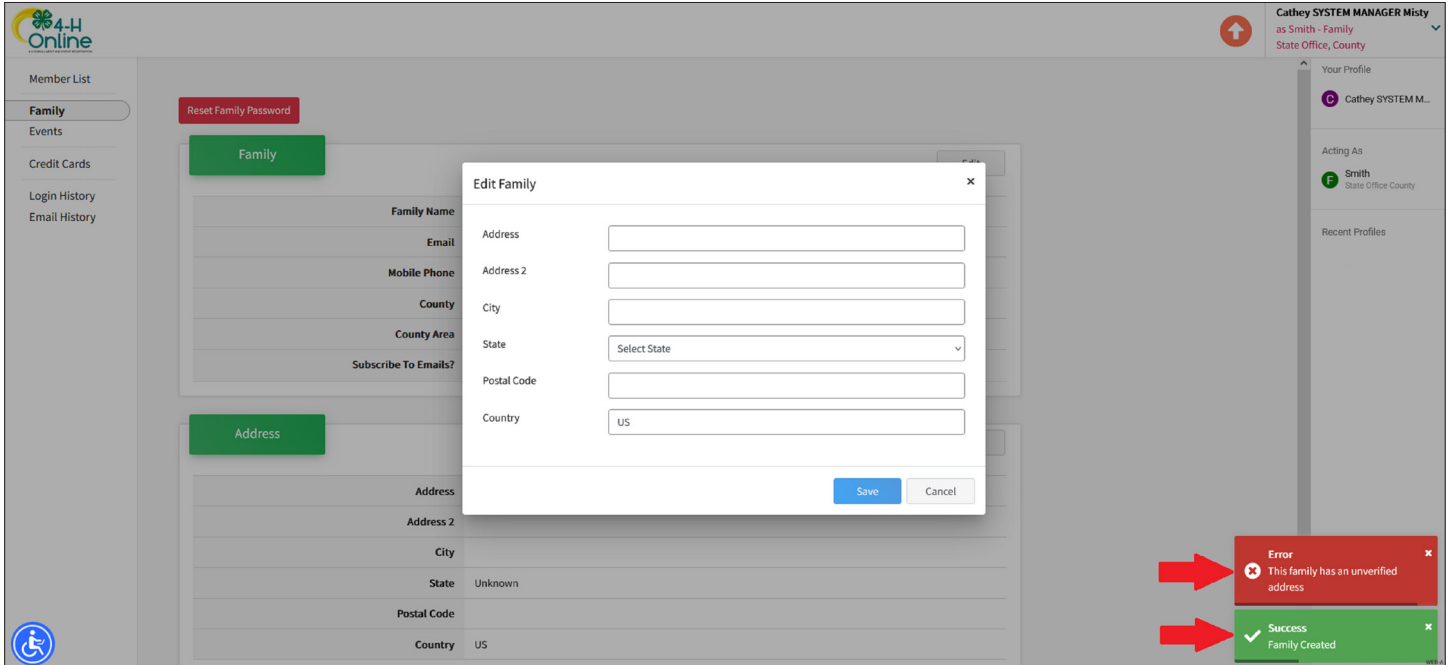


**THE SYSTEM WILL NOT LET YOU CONTINUE
USE THE GLOBAL SEARCH TO FIND THE FAMILY**

CONTINUE TO ADD FAMILY INSTRUCTIONS

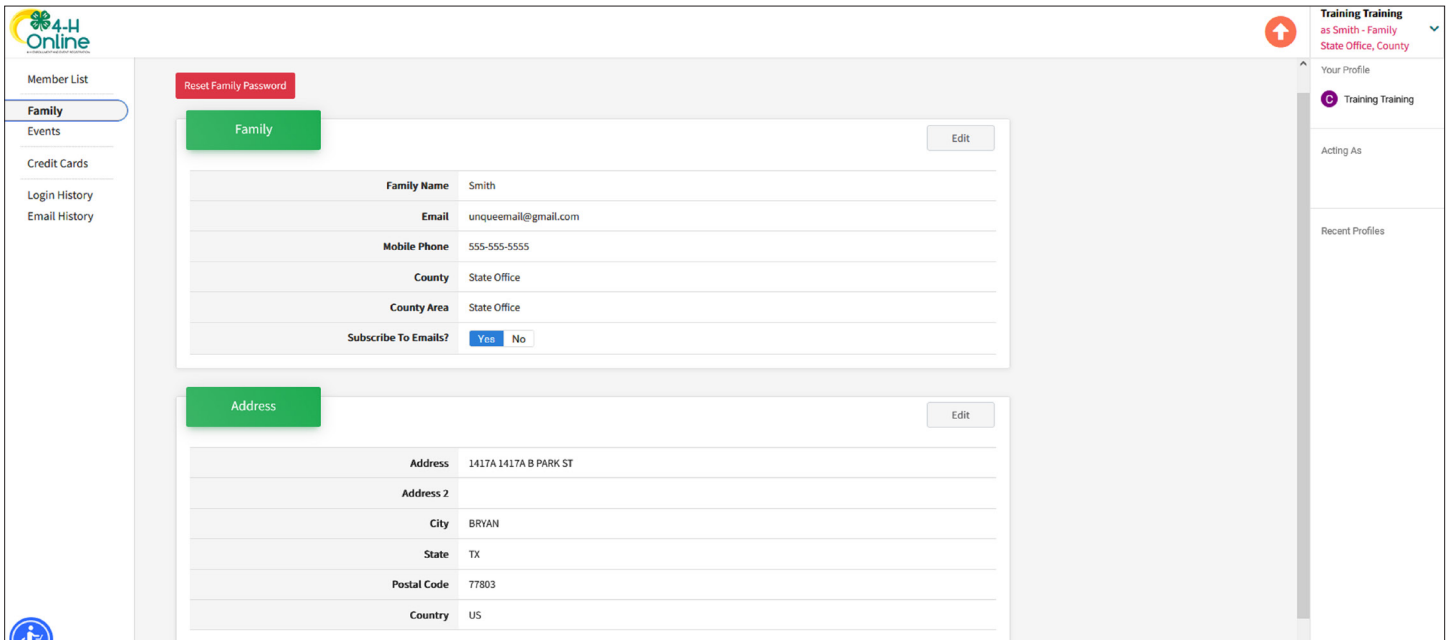
COMPLETING THE ADD FAMILY PROCESS

- An error will be displayed on the screen that says the family has an unverified address and the address dialog box will also pop up.
- Enter all of the family address information completely.
- Click the blue Save button to finish creating the family account.



The screenshot shows the 'Edit Family' dialog box with the following fields: Address, Address 2, City, State (dropdown menu), Postal Code, and Country (set to US). Below the dialog, a red error message states 'Error: This family has an unverified address' and a green success message states 'Success: Family Created'. Red arrows point to these messages.

- The family account will be updated and created.



The screenshot shows the completed family profile with the following details:

Family Name	Smith
Email	unqueemail@gmail.com
Mobile Phone	555-555-5555
County	State Office
County Area	State Office
Subscribe To Emails?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Address	1417A 1417A B PARK ST
Address 2	
City	BRYAN
State	TX
Postal Code	77803
Country	US

- The family can establish a password by visiting the main login screen to click the Reset Password link or you can reset the password for them by clicking the red Reset Family Password button.



A close-up screenshot of the 'Reset Family Password' button, which is highlighted in red. A red arrow points to the button. Below it, the 'Family' section is visible, showing the family name 'Smith'.