

- Click on the Members link in the navigation pane.
- 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.

Create Family ✕

County Area *required*

State Office ▼

Select County *required*

State Office ▼

Email

4HFAMILYEMAILADDRESS@GMAIL.COM

Family Name *required*

Smith

Mobile Phone Number *required*

555-555-5555

Format ###-###-####

Save
Cancel

Search and login to the family profile to update all the other information for that family and start adding members.