Adding a Family Member to your Account
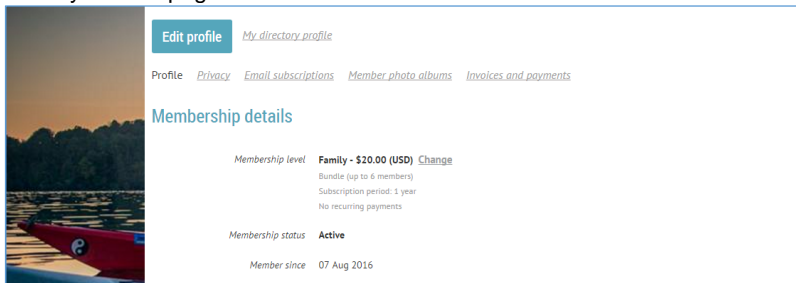
If you have a Family Membership with the HCKC, you can create a "bundled" account for other people in your household. An HCKC member may add up to 5 family members. After you create subaccount for them, they will have their own login for the HCKC site.

You may want to create subaccounts for your family member for the following reasons:
- They will have their own login for the HCKC web site.
- They will receive their own e-mail notifications for HCKC events and trips as well as when newsletters are issued.
- They can sign for classes and trips on their own rather than being your guests all of the time.   This can come in handy for training classes where one family member takes an Intermediate Class and another takes the Introductory class.
- They can post on the Forum using their own names.

To add a Family Member.

1. Log into Wild Apricot using your e-mail address and HCKC password.

2. Click on your name near the upper, right corner of the screen. This will bring up the "My Profile" page.

3. Check that you have a Family Membership. You will see "Family" after "Membership Level" at the top of this page. Otherwise, you will see "Individual".

   If you are an Individual Member and want to become a Family Member, contact the Membership Chairman.   Do not click on "Change" at the end of the Membership Level line – contact the Membership Chairman!

If you are a Family Member:

4. About ½ way down your My Profile page, you see a header labeled "Bundle Summary"

Important: If do not see "Bundle Summary" on this page, contact the Membership Chairman. There is a known problem associated with people who were family members before January 1, 2017 where they are not given the option of adding Family members.

5. Three lines below that the "Bundle Summary" label there is a button that says "Add Member". Click it.

6. Complete the form that pops up and save it. Each family member must have a unique e-mail address.

7. At the top of the next screen, you will see:
   "You are viewing a bundle member record.
   Return to bundle list and your own profile."

8. Select "Return to bundle …" and create your next Family (i.e., Family) Membership Record.