



# Wahoo

SWIM SCHOOL

## How to Add A Family Member

### Step 1

Log into your account.

Wahoo  
SWIM SCHOOL

Don't have a login? [Signup](#)

**Login to your account**

Email

Password

[Forgot password?](#)


Login



Once logged in, you will see a tab available to “Add Family Member”. Click here.

### Family Member Detail

[Edit](#) [Manage Login](#) [Add Family Member](#) [Invoices](#)

 **Tommy Swimmer**

↑

▼ General Information




A popup screen will appear. Please make sure you are not blocking pop up windows.


### Step 2

Fill in the information for the family member.


Note: Your address and phone number will carry over to the new family member.


**Add Family Member** 


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First Name Required  
 

Last Name Required

Email Required  
 

Primary Phone Required  
 

Primary Phone Type Required  
 

Street Required

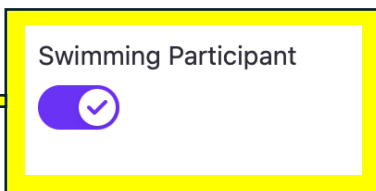

City Required

Continue down the page to add more information.

### Step 3

Note the swim participant button. Click this button on to be able to register this family member for upcoming programs.

Zip/Postal Code Required

Swimming Participant Required  
  

Birthday Required  
Day Year



### Step 4

Fill in the participants birthday, gender, and shirt size.

Zip/Postal Code Required  
t7z 1n8

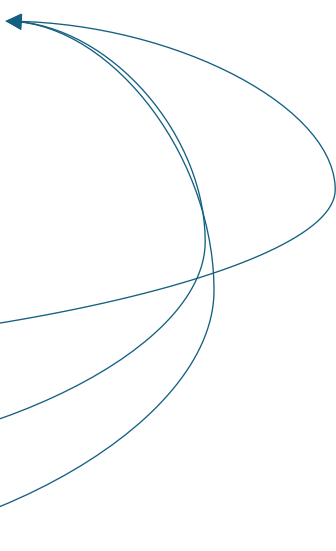
Swimming Participant Required

Birthday Day Year  
January

Gender  
Gender

Shirt Size  
Shirt Size

Medical Conditions



### Step 5

List if there are any medical conditions we need to be aware of.

Shirt Size  
Youth Small

Medical Conditions

Referring Organization  
Referring Organization

Contact Relation  
Contact Relation



### Step 6

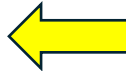
Add if you were referred or saw our advertising.

Here add your relationship to the family member.



## Step 7


Now hit submit to add the new member.



## Step 8

On your main screen you will now see your new family member listed.

**Client List**

<input type="checkbox"/> Full Name Simple ↑	Primary Phone	Email	Actions
 <input type="checkbox"/> Timmy Swimmer	7808883333	[REDACTED].com	> ..
<input type="checkbox"/> Tommy Swimmer	7808883333	[REDACTED].com	> ..

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