
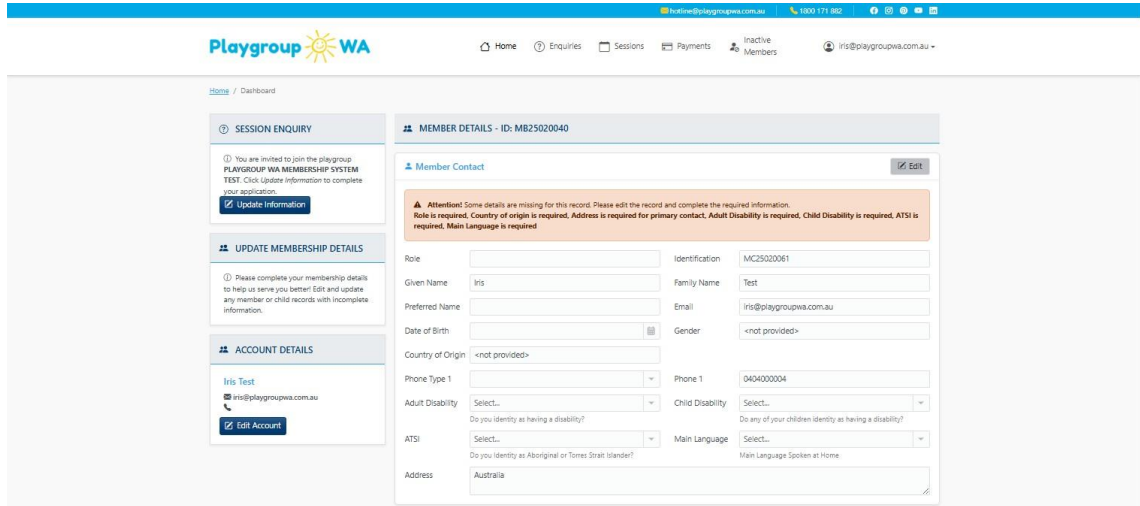


## Playgroup WA Membership System Instructions

### NEW MEMBER INVITED TO TRIAL

This document contains details on how to accept an invitation to trial a playgroup. This document will include how to access the system, update contact details and add contact details for additional children and family members and how to view/manage sessions.

1. Access the Membership System using the registration link emailed to you from the playgroup you have enquired to
  - 1.1. Create a password to register
2. On the **'Home'** screen, you will be promoted to update missing details in the **'Member Contact'** box
  - 2.1. Click edit  in the top right of this box and fill in your details
  - 2.2. Click **'Save'**
3. Click **'Add a Child'** and fill in your child's details
  - 3.1. Click **'Add a Child'** again to add more children if required
4. There is an option to add an adult member that is part of your family membership, for example a grandparent. Click **'Add an Adult'** and fill in the necessary details and then click **'Save'**



5. To view your playgroup sessions, navigate to the **'Sessions'** tab at the top of the screen
  - 5.1. If this session is not suitable, you can click the **'Find another Session'** button or **'Leave This Session'** if you are no longer attending.