

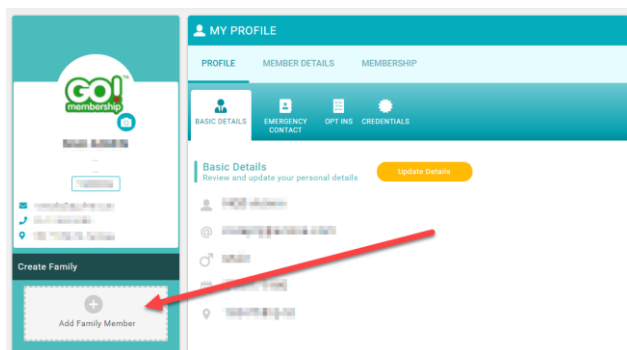
JustGo Help Sheet: Manage Family Members



This guide provides information on how to create and manage family members within JustGo.

CREATE A FAMILY

Within **My Profile** you will find the Family section on the left hand panel below your profile information. If a family doesn't currently exist paired to this profile, you will have the ability to create a family.



NEW OR EXISTING MEMBER?

Next you will be prompted to select either adding a new member or existing member to the family.

Existing Member – Already has a profile

New Member – Create a new profile from scratch



Existing Member

If a person you want to add is an existing member, use this option to link them to your family

Select



New Member

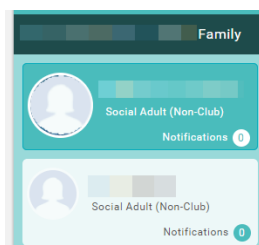
If a person you want to add hasn't registered before, use this option to add them to your family

Select

With either of the above options, you will be prompted to fill in relevant details to complete the process. For existing members it will require an email verification of the request.

VIEW FAMILY MEMBER DETAILS

While logged in with any of the connected family members, you will be able to see and click on them on the left hand panel under the profile information.



To make changes or purchase memberships for any member, simply click on their profile in the list and the interface will switch to their details.

If a current Triathlon Australia membership is held by any family members it will show them under their name.

REMOVE MEMBER FROM FAMILY

In the unlikely event you will remove a connected family member, you can do so with the **Remove Member** button.

Remove Member

This will then open a window to confirm which member to remove from the family.

Select Members To Remove From Family

