

Instructions for Run Manitoba - Family Memberships

If you wish to register for a Family Run Manitoba membership, please follow these instructions for completing this process.

- Complete Family membership profile. This makes you the Administrator of the Group/Bundle.
- If you have paid online, your membership will be activated immediately. If manual payment is selected, then once payment is received your membership will be activated. Once activated, you can sign into your profile and add in the rest of the family or group.
- In order to do this, sign in, and then click on '**View Profile**' in box on left hand side above the **Logout Button**.
- Your profile will come up and under Bundle Summary, click on the box that says '**Add member**'.
- Fill in the family member's information and **Save**. You are required to use a different email address for each member, so if each member does not have their own email, you can use the same email as the administrator, but add the number 1 before the @ sign. This way we will know it is not a valid email address. For each additional member, use 2,3 etc. As a bonus, this will prevent you from getting multiple emails for your family when Athletics Manitoba sends out information to all members.
- The new member's information will be displayed .
- If more family members need to be added, click on '**Return to bundle list and your own profile**' that is printed in the blue box at the top of the page.
- Repeat this process for additional members, or click on '**My directory profile**' to see list of members in your family bundle.
- Once information is verified as correct, you can log out.

If you have any questions, please feel free to contact Shirley at shirley.athleticsmb@mts.net for assistance.