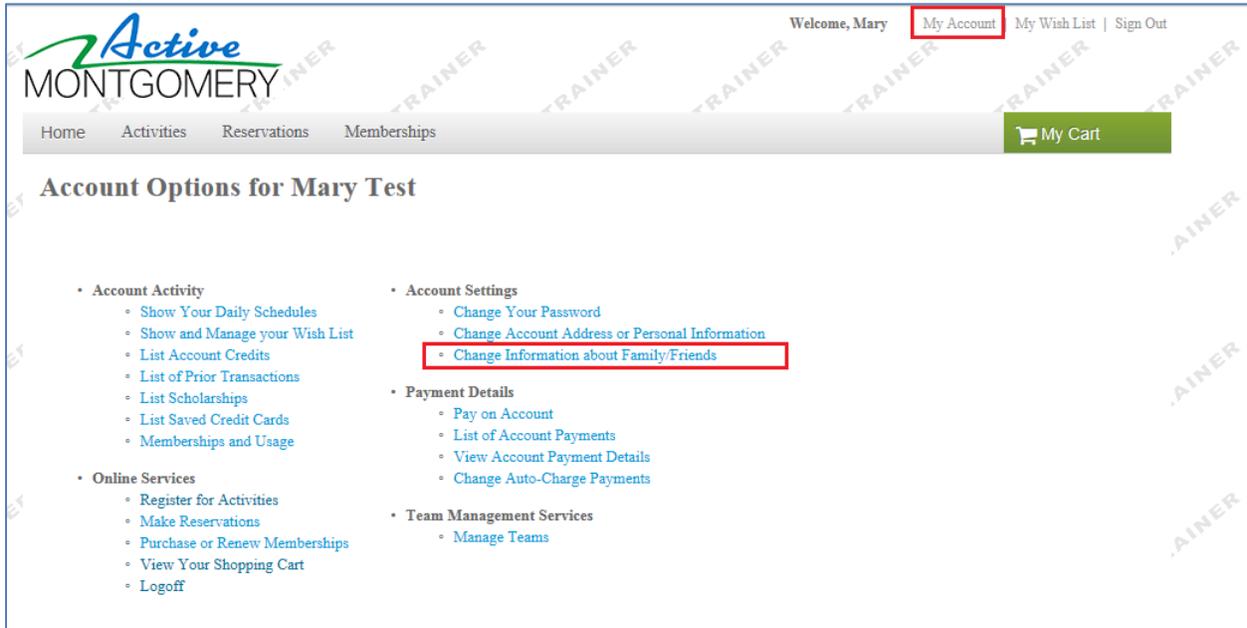


How to Add an Email Address for a Family Member on ActiveMontgomery.org

ActiveMontgomery requires an email address to log in, but the login email address is associated *only* with the main account holder. Other family members on the account will not have an email address listed for them. ActiveMontgomery recognizes that other family members may wish to have their own email address on file so they receive email notifications as needed, such as emails about emergency activity cancellations or sports team notifications. ActiveMontgomery allows each family member to add an individual email address to their account profile. This email address can be the same email address associated with the main account holder, or can be a different email address – whatever the customer prefers.

To add an email address to a family member, log into ActiveMontgomery using the account email address. Go to the Account Options page (click on **My Account** in the top right corner) and click **Change Information about Family/Friends**.



The screenshot displays the ActiveMontgomery website interface. At the top right, the user is logged in as 'Mary' and the 'My Account' link is highlighted with a red box. Below the navigation bar, the page title is 'Account Options for Mary Test'. The page is organized into several sections:

- Account Activity**
 - Show Your Daily Schedules
 - Show and Manage your Wish List
 - List Account Credits
 - List of Prior Transactions
 - List Scholarships
 - List Saved Credit Cards
 - Memberships and Usage
- Account Settings**
 - Change Your Password
 - Change Account Address or Personal Information
 - Change Information about Family/Friends (highlighted with a red box)
- Payment Details**
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Online Services**
 - Register for Activities
 - Make Reservations
 - Purchase or Renew Memberships
 - View Your Shopping Cart
 - Logoff
- Team Management Services**
 - Manage Teams

You'll see a list of Family Members on file for your account. Click the name of the family member for whom you want to add an email address.

Active MONTGOMERY

Welcome, Mary | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart

Family Members

▼ Test Family

Name	Birth Date	Role	Family
Banno Test	Jul 4, 2007	Child / Dependent	Test
Erin Test	Mar 17, 1973	Adult / Guardian	Test
Mark Test	Oct 4, 1958	Adult / Guardian	Test
Mary Test	Dec 24, 1955	Adult / Guardian	Test
Mikey Test	Jul 4, 2003	Child / Dependent	Test
Molly Test	Sep 25, 1970	Child / Dependent	Test
Simon Test	Sep 25, 1990	Child / Dependent	Test

Access My Account [My Account](#)

▶ Add New Family Member

Under Contact Information, add the email address. Scroll to the bottom and click **Save**. That's all it takes!

Active MONTGOMERY

Welcome, Mary | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart

Change Family Information

Customer Erin Test in Family Test

* - required field

▼ Name

Family Test

First* Last*

▼ Residential Address

Street*

Country*

City*, State*, Zip Code*

▼ Mailing Address

Street

Country

City, State, Zip Code

▼ Contact Information

Email Address

Phone Primary: () Ext and/or
Primary: () Ext

Save