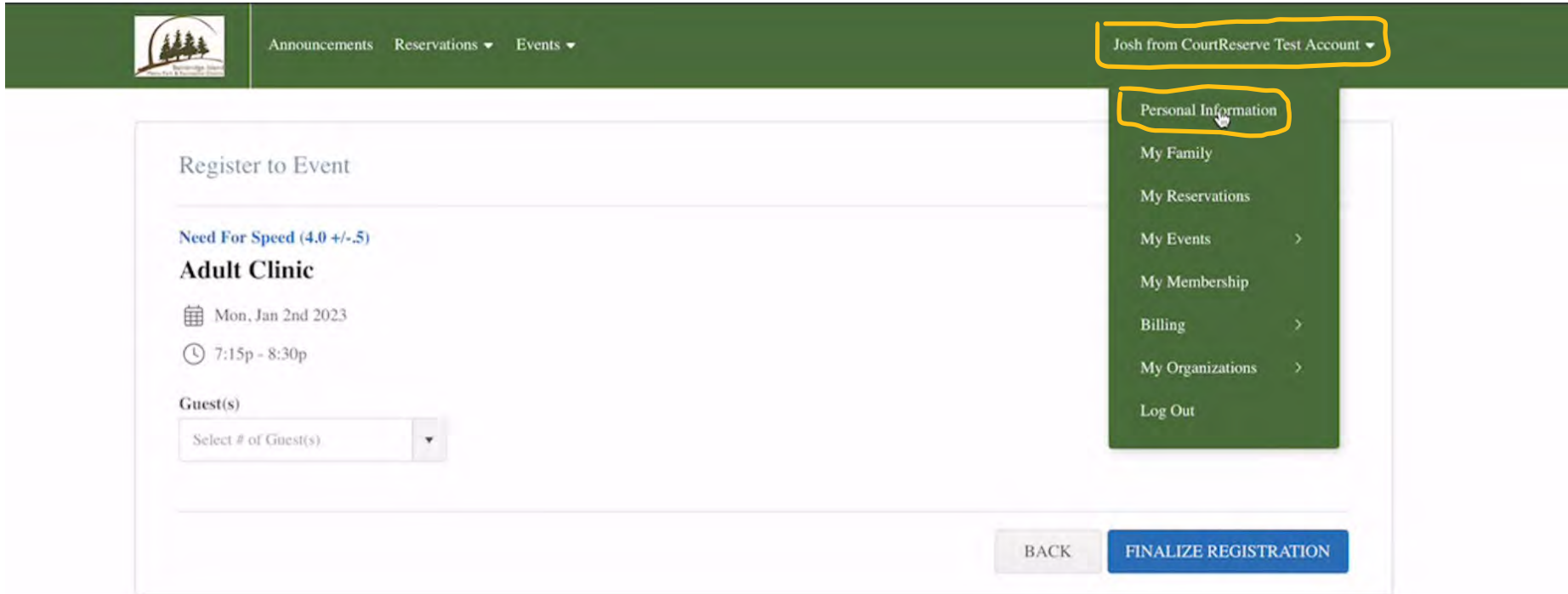


# Make Changes to Personal Information on Member Account

Hover over your name to bring up the dropdown menu. Select "Personal Information" by clicking on it.



The screenshot shows a dark green header with a logo on the left and navigation links: "Announcements", "Reservations", and "Events". On the right, the user's name "Josh from CourtReserve Test Account" is displayed with a dropdown arrow. A dropdown menu is open, listing "Personal Information" (highlighted with a yellow box), "My Family", "My Reservations", "My Events", "My Membership", "Billing", "My Organizations", and "Log Out". Below the header, a white box contains the "Register to Event" section for "Need For Speed (4.0 +/- .5) Adult Clinic". The event details include the date "Mon, Jan 2nd 2023" and time "7:15p - 8:30p". A "Guest(s)" dropdown menu is set to "Select # of Guest(s)". At the bottom right of the registration box are "BACK" and "FINALIZE REGISTRATION" buttons.

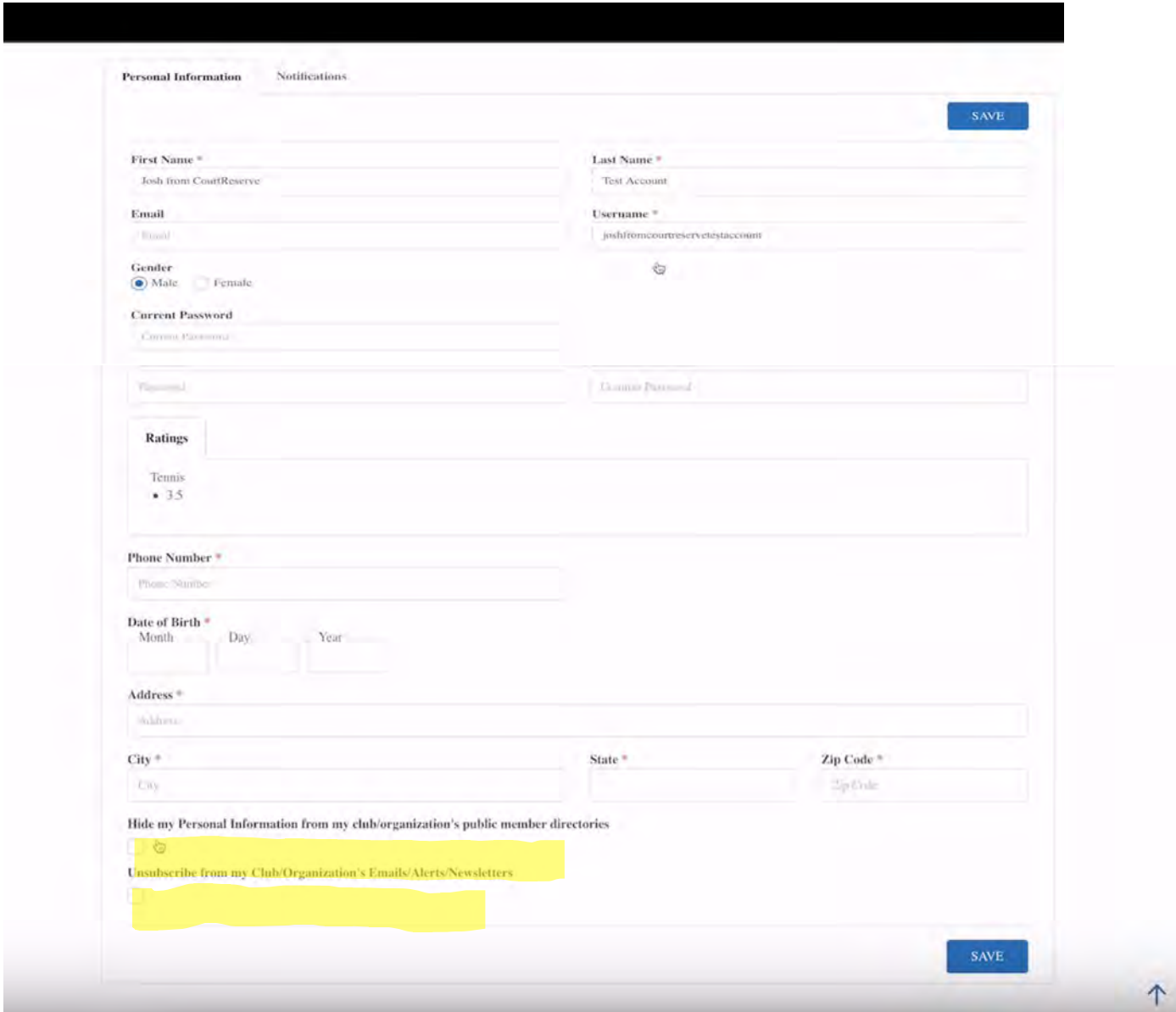


The screenshot shows a dark green footer with a logo on the left and the text "(206) 842-566". To the right, the "Hours of Availability" section lists the following schedule:

Day	Hours
Monday	5:30 AM - 10:00 PM
Tuesday	5:30 AM - 10:00 PM
Wednesday	5:30 AM - 10:00 PM

This is where you will edit your first name, last name, email, username, and password. You will need to type in your current password first. You can also edit your phone number, date of birth, and address, among other things.

There are two settings at the bottom where you can hide your personal information from BIRC public member directories and unsubscribe from any of the emails or alerts. Click the boxes to exclude and unsubscribe.



The screenshot shows a web form for editing personal information. At the top, there are two tabs: "Personal Information" (selected) and "Notifications". A blue "SAVE" button is located in the top right corner. The form contains several input fields: "First Name \*" (with placeholder "Josh from CourtReserve"), "Last Name \*" (with placeholder "Test Account"), "Email" (with placeholder "Email"), "Username \*" (with placeholder "joshfromcourtereserve@staccount"), "Gender" (radio buttons for "Male" and "Female", with "Male" selected), "Current Password" (with placeholder "Current Password"), "New Password" (with placeholder "New Password"), and "Confirm Password" (with placeholder "Confirm Password"). Below these is a "Ratings" section with a "Tennis" category and a "3.5" rating. Further down are fields for "Phone Number \*" (with placeholder "Phone Number"), "Date of Birth \*" (with "Month", "Day", and "Year" dropdowns), "Address \*" (with placeholder "Address"), "City \*" (with placeholder "City"), "State \*" (with placeholder "State"), and "Zip Code \*" (with placeholder "Zip Code"). At the bottom, there are two checkboxes: "Hide my Personal Information from my club/organization's public member directories" and "Unsubscribe from my Club/Organization's Emails/Alerts/Newsletters". Both checkboxes are currently unchecked. A second blue "SAVE" button is at the bottom right. A black redaction bar is positioned at the top of the page, above the form's header.

Adding a family member to your account.

The image shows a user profile page with a dark green header and a brown navigation bar. The header contains a logo on the left, navigation links for 'Announcements', 'Reservations', and 'Events', and the user's name 'Josh from CourtReserve Test Account' on the right. The brown navigation bar features the text 'My Profile'. A dropdown menu is open from the user's name, listing options: 'Personal Information', 'My Family' (highlighted with a yellow box), 'My Reservations', 'My Events', 'My Membership', 'Billing', 'My Organizations', and 'Log Out'. The main content area has two tabs: 'Personal Information' (active) and 'Notifications'. The 'Personal Information' tab contains several form fields: 'First Name' (filled with 'Josh from CourtReserve'), 'Last Name' (filled with 'Test Account'), 'Email' (filled with 'Email'), 'Username' (filled with 'joshfromcourtreservetestaccount'), 'Gender' (radio buttons for 'Male' and 'Female', with 'Male' selected), 'Current Password' (filled with 'Current Password'), 'Password' (filled with 'Password'), and 'Confirm Password' (filled with 'Confirm Password'). A 'Ratings' section is partially visible at the bottom left.

Click on "Add Family Member."

Announcements Reservations ▾ Events ▾ Josh from CourtReserve Test Account ▾

### My Family

First Name	Role	Email	Username	Date of Birth	Membership	Next Pmt. Date
Josh from CourtReserve	Primary		joshfromcourreserv...		Resident Individual Tennis - Active	

**ADD NEW FAMILY MEMBER**

4:29

**Bainbridge Island**  
Metro Park & Recreation District

(206) 842-5661  
11700 NE Meadowmeer Circle  
Bainbridge Island, WA, 98110

**Hours of Availability**

Monday	5:30 AM - 10:00 PM
Tuesday	5:30 AM - 10:00 PM
Wednesday	5:30 AM - 10:00 PM
Thursday	5:30 AM - 10:00 PM
Friday	6:00 AM - 8:00 PM
Saturday	6:00 AM - 8:00 PM
Sunday	6:00 AM - 8:00 PM

Fill in the Family Role section and all other required fields. For Child Role, you can let them log in or not.

<p><b>First Name *</b></p> <input type="text"/>	<p><b>Last Name *</b></p> <input type="text" value="Test Account"/>
<p><b>Gender *</b></p> <p><input checked="" type="radio"/> Male <input type="radio"/> Female</p>	<p><b>Family Role *</b></p> <div style="border: 1px solid #ccc; padding: 5px;"><p>Click to Select Family Role ▼</p><hr/><p>Click to Select Family Role</p><hr/><p>Primary</p><hr/><p>Spouse</p><hr/><p>Other Adult</p><hr/><p>Child</p></div>
<p><b>Email</b></p> <input type="text"/>	
<p><b>Password</b></p> <input type="text"/>	
<p>Additional Information</p>	
<p><b>Phone Number *</b></p> <input type="text"/>	
<p><b>Date of Birth *</b></p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p>	
<p><b>Address *</b></p> <input type="text"/>	