How to add a family member in your PerfectMind account

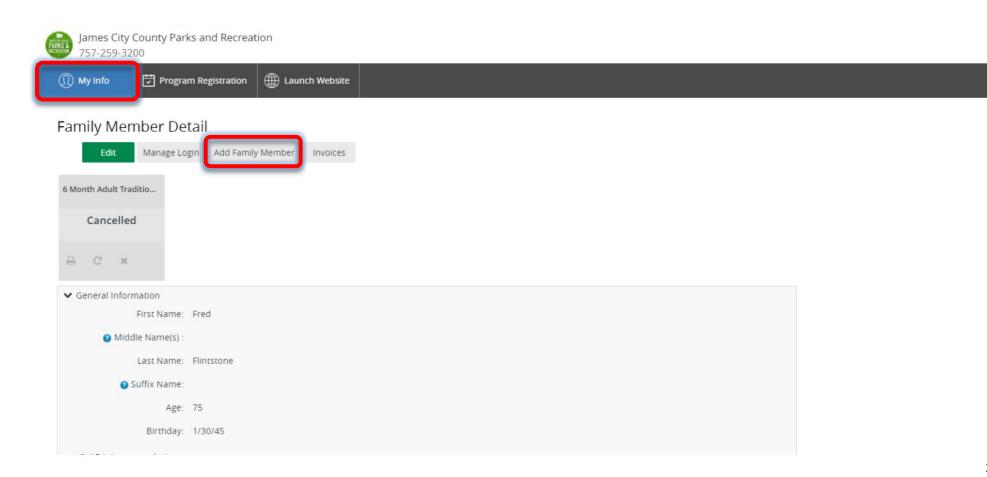Login to your PerfectMind account at https://jamescitycountyparksandrec.perfectmind.com/.

Login to Your Account

[f] Log in

Email

Password

Login

Forgot your password?

Not a Member Yet? Create an Account

How to add a family member in your PerfectMind account

After logging in, you will click on **My Info** and then choose **Add Family Member**.

James City County Parks and Recreation
757-259-3200

My Info | Program Registration | Launch Website

Family Member Detail

Edit | Manage Login | Add Family Member | Invoices

6 Month Adult Traditio...

Cancelled

▾ General Information

First Name: Fred

❓ Middle Name(s) :

Last Name: Flintstone

❓ Suffix Name:

Age: 75

Birthday: 1/30/45

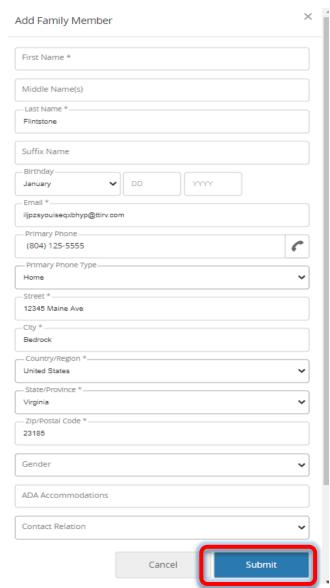# How to add a family member in your PerfectMind account

You will be asked for the following information of each family member you wish to add:

- **First Name**
- **Middle Name**
- **Last Name***
- **Date of Birth (Month/DD/YYYY)**
- **Email***
- **Primary Telephone Number***
- **Mailing Address***
- **Gender**
- **ADA Accommodations (if applicable)**
- **Contact Relation**

Choose Submit.

*These fields will auto-populate based on the primary guardian. You may change these if applicable.

Add Family Member ✕

First Name *

Middle Name(s)

Last Name *
Flintstone

Suffix Name

Birthday
January ▼   DD   YYYY

Email *
iljpzsyouiseqxbhyp@ttirv.com

Primary Phone
(804) 125-5555   ☎

Primary Phone Type
Home ▼

Street *
12345 Maine Ave

City *
Bedrock

Country/Region *
United States ▼

State/Province *
Virginia ▼

Zip/Postal Code *
23185

Gender ▼

ADA Accommodations

Contact Relation ▼

Cancel   **Submit**

How to add a family member in your PerfectMind account

You will now see all the family members in your account.
To view more details click anywhere on the row of the family member's name.

How to add a family member in your PerfectMind account

Once you have chosen a family member you will see their information as entered into PerfectMind.
You can also edit the information (except Birthday) at any time as needed.
You can then scroll down to review **schedules, course information, financial transactions** and any **credit card information** on file.

Family Member Detail

‹ Back to Client List   Edit   Manage Login   Add Family Member   Invoices

General Information

First Name: Rocky

Middle Name(s) :

Last Name: Flintstone

Suffix Name:

Age: 2

Birthday: 1/01/18

ADA Accommodations: Wheelchair

EIN Number:

Additional E-mail Address:

RecTrac ID#:

Contact Information

Primary Phone Type: Home   Secondary Phone Type: Work

Primary Phone: (804) 125-5555   Secondary Phone:

Email: iljpzsyouiseqxbhyp@ttirv.com   Twitter Address:

Website: Facebook Address:

Mailing: 12345 Maine Ave
Bedrock, Virginia
United States, 23185

› Schedules

› Activity Outcomes

› Attendance History

› Transactions

› Finance Info   New