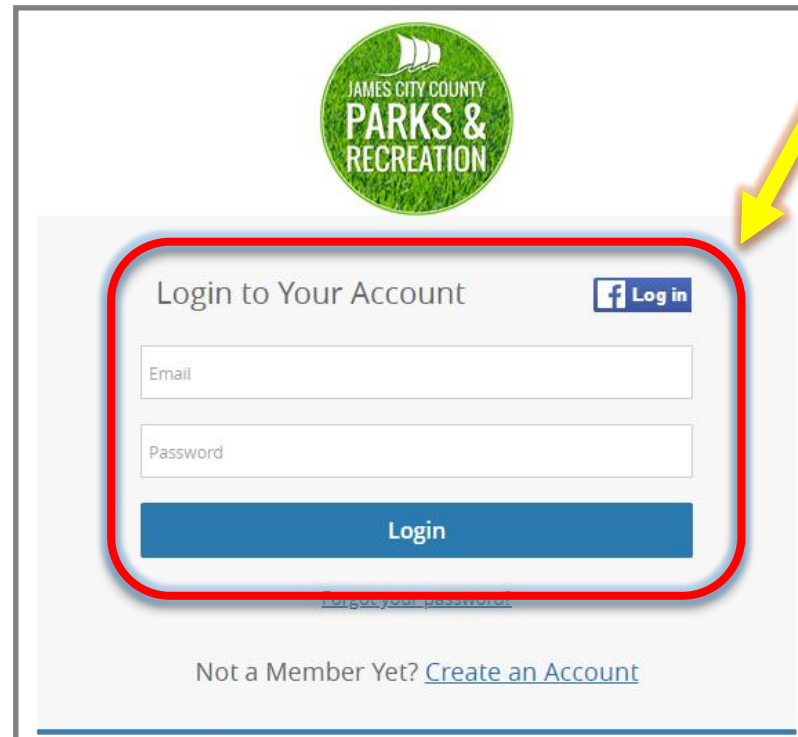





## How to add a family member in your PerfectMind account

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

A screenshot of the PerfectMind login page. At the top center is the James City County Parks & Recreation logo. Below it is a white rounded rectangle with a red border containing the login form. The form has the title "Login to Your Account" and a "Log in" button with a Facebook icon. There are two input fields: "Email" and "Password". Below the fields is a blue "Login" button. At the bottom of the form area is a link: "Not a Member Yet? [Create an Account](#)". A yellow arrow points from the text box above to the "Log in" button in the screenshot.

James City County  
PARKS & RECREATION

Login to Your Account  Log in

Email

Password

Login

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

Birthdate  
January ▼ DD YYYY

Email \*  
iljpsyouiseqxbhyp@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.

James City County Parks and Recreation  
757-259-3200

My Info | Program Registration | Launch Website

Family Members

Add Family Member

Photo	Full Name Simple	Primary Phone	Email	Attendance Rating
<input type="checkbox"/>	Fred Flintstone	(804) 125-5555	ijpzsyouseqxbhyp@ttriv.com	A
<input type="checkbox"/>	Rocky Flintstone	(804) 125-5555	ijpzsyouseqxbhyp@ttriv.com	--None--

Displaying items 1 - 2 of 2 | Print Page | Export



## 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

Birthdate: 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: ijpzsyouseqxbhyp@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](#)