

## Creating a Profile to Participate in a Program

### Before You Start

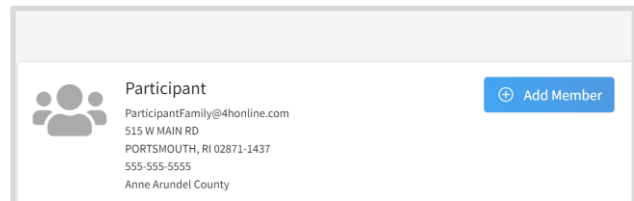
1. Individuals that want to participate in activities or events of a Program without formally enrolling in the program will need to create a Participant profile.
2. Individuals with a Participant profile may only register for events that are setup to accept participant registrations.
3. An individual with a participant profile may decide to formally enroll in a program at a later date. However, once you have started an enrollment for the individual, the profile may not be changed back to a participant profile.

### Steps

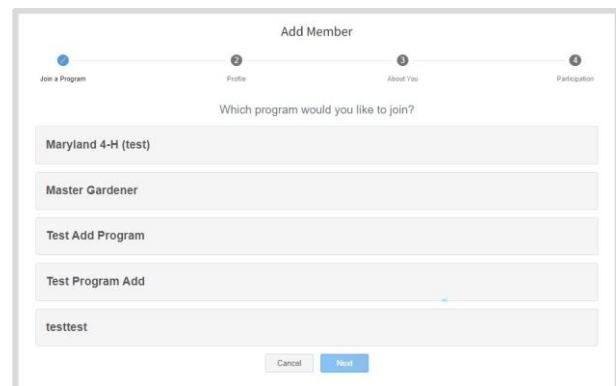
1. Once you have logged into your Family account, click the + Add Member button.

### Screenshots

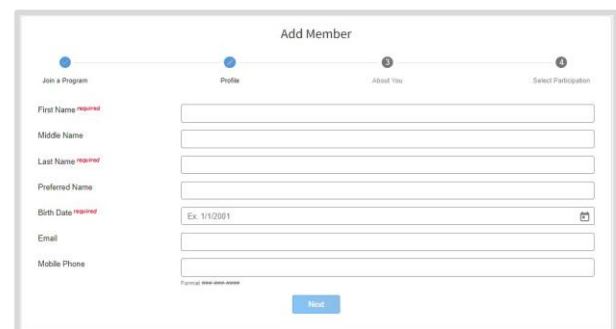
(Screen appearance may vary per state)



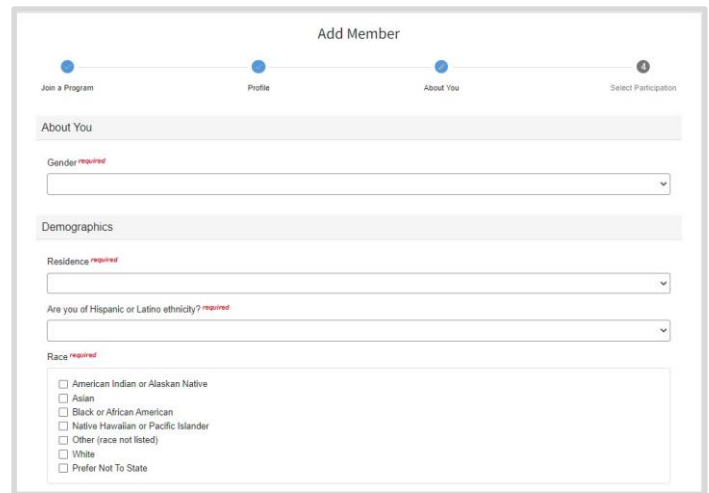
2. Select the name of the program that individual will participate in
3. Click the Next button.



4. Complete the information about the individual.
5. Click the Next button.

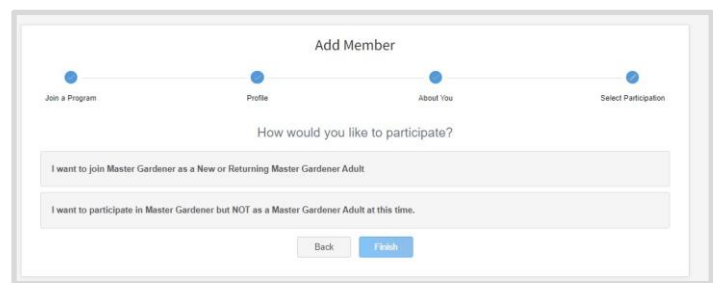


6. Complete the demographic information about the individual.
7. Click the Next button at the bottom of the screen.



The screenshot shows the 'Add Member' form with a progress bar at the top indicating four steps: 'Join a Program', 'Profile', 'About You', and 'Select Participation'. The 'About You' section includes a dropdown menu for 'Gender' with a red asterisk indicating it is required. The 'Demographics' section includes dropdown menus for 'Residence' and 'Are you of Hispanic or Latino ethnicity?' (both required), and a checkbox list for 'Race' with options: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, Other (race not listed), White, and Prefer Not To State.

8. Select the option "I want to **participate** in Program Name..." This is the option to participate in an event or activity in the listed program, but not formally enroll in it.
9. Click the Finish button.



The screenshot shows the 'Add Member' form with the progress bar. The 'How would you like to participate?' section has two radio button options: 'I want to join Master Gardener as a New or Returning Master Gardener Adult' and 'I want to participate in Master Gardener but NOT as a Master Gardener Adult at this time.' Below the options are 'Back' and 'Finish' buttons.

10. After clicking Finish, the individual may be registered for events for which they are eligible to participate.

## Tips

Please do not enter an email address for an individual if it is the same as your family email account tied to your login. The individual email must be unique among all individuals.

Please check with your local program if you have questions on any specific fields.