

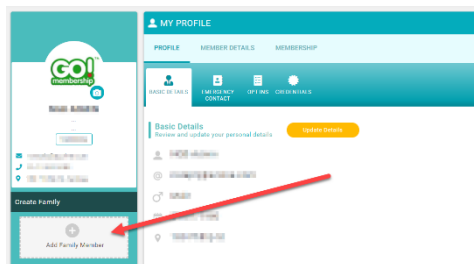
JustGo Help Sheet: Manage Family Members and Bookings



This guide provides information on how to create and manage family member bookings within JustGo.

CREATE A FAMILY

Within **My Profile** you will find the Family section on the left hand panel below your profile information. If a family doesn't currently exist paired to this profile, you will have the ability to create a family.

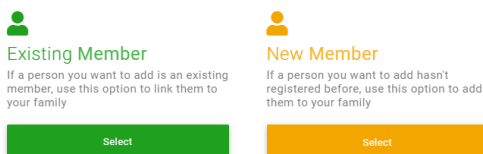


NEW OR EXISTING MEMBER?

Next you will be prompted to select either adding a new member or existing member to the family.

Existing Member – Already has a profile

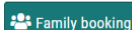
New Member – Create a new profile from scratch



With either of these options, you will be prompted to fill in relevant details to complete the process. For existing members it will send an email verification of the request.

FAMILY BOOKING

Once you are logged in to the Event page, you will see some booking options. If your Triathlon Australia account has multiple users attached as a family, you will have the option to set up a "Family booking".



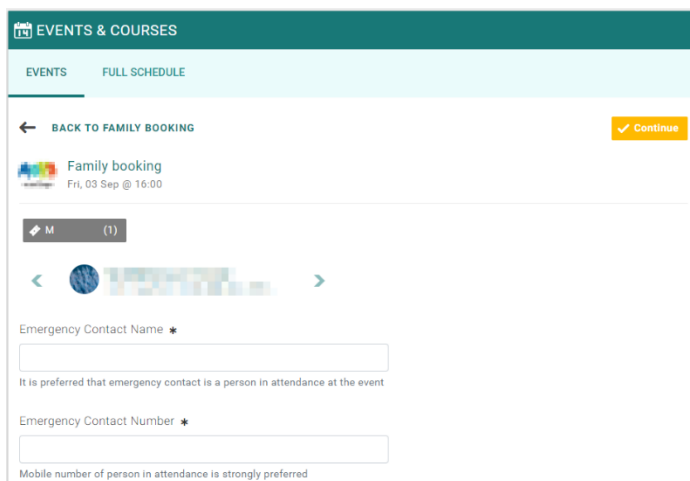
SELECTING EVENT TICKETS

Next the system will show a list of all connected family members as well as the available event tickets. Select the appropriate event ticket and then click on the check box next to the member of the family you want to enter. Where available you can select multiple tickets and attach them to multiple names. If a ticket is unavailable due to restrictions, you will not be able to select it. Once your choices are complete, click on "Complete registration".

ENTER ADDITIONAL INFORMATION

If required by the event, you will then be taken to fill in additional questions. You can switch to each family member that has a ticket selected against them to fill out their questions.

Once all registrants have all necessary questions filled out, you will be able to select "Continue". This will then prompt you to go to the shopping cart to confirm and pay for the registrations.



ORDER COMPLETE

Once paid and confirmed, confirmation emails will be sent to the relevant registrants.