

# Daxko Registration Process

## Active Members & Childcare Families

1. Go to the registration link provided.
2. Select "Login" in the upper right hand corner.
3. **Enter the same email address that this notification was sent to.** Select the blue "Submit" button.
4. Select "Forgot your password?" under the blue "Login" button.
5. Select the blue text that reads "Email me a reset password link"
6. Navigate to your email inbox and locate the "Requested Password Reset" email.
7. Follow instructions in the email to set your password and log into your account.

## **Congratulations! You've registered in our new system, but you're not done yet.**

Please review your personal information.

1. Select the "My Account" button in the upper right hand corner and choose "View Account."
2. Review all details on the left hand side, under your name.  
**\*Please note that up-to-date cell phone contact information is required in order to receive notification of Club closures and program changes.**
  - If you are the adult caregiver of a child(ren) at the Club, please confirm details for all and ensure you are listed as the Primary Member for permissions, billing, and communication purposes.
  - If your child or another household member is listed, but you are not, you can add yourself as a household member by clicking the blue "Add Member" button on the bottom left hand corner of your account page. Likewise, if another household member is missing, the same process can be applied. Don't forget to confirm that an adult is listed as the Primary Member.
  - Confirm your membership type on the left hand side. If you and your household members only participate in Childcare and/or Athletic activities, type should be listed as "Non-member" with/without residency status. Active members will display membership type.
3. Select the blue "Manage" button and "Edit Profile" to make changes. Please complete all missing and required fields.

Please review and/or provide up-to-date billing information.

1. From the "View Account" page, select the blue "Add Payment Method" button in the center of the page.
2. Input all information in the correct fields in the pop-out window and submit. **\*At this time, only debit/credit cards can be added online. EFT (automatic monthly withdrawals) will need to be provided in-person at our Membership desk.**

Sign your agreements (waivers/conditions of membership/payment agreement).

1. From the "My Account" dropdown menu, select "Agreements".
2. View existing signatures and sign new ones for any additional members to ensure prompt entry when visiting.