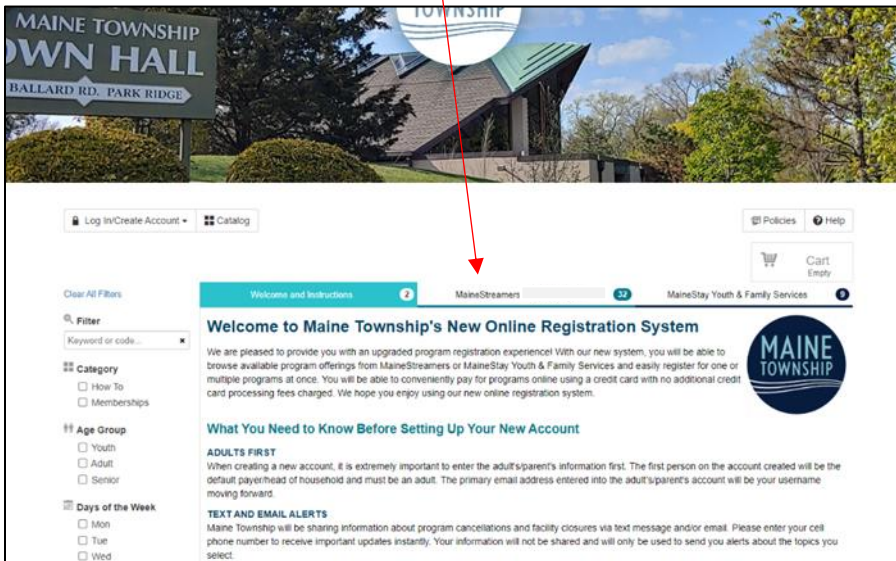


## INSTRUCTIONS ON CREATING NEW MAINESTREAMERS ACCOUNT FOR NEW ONLINE REGISTRATION (With Images)

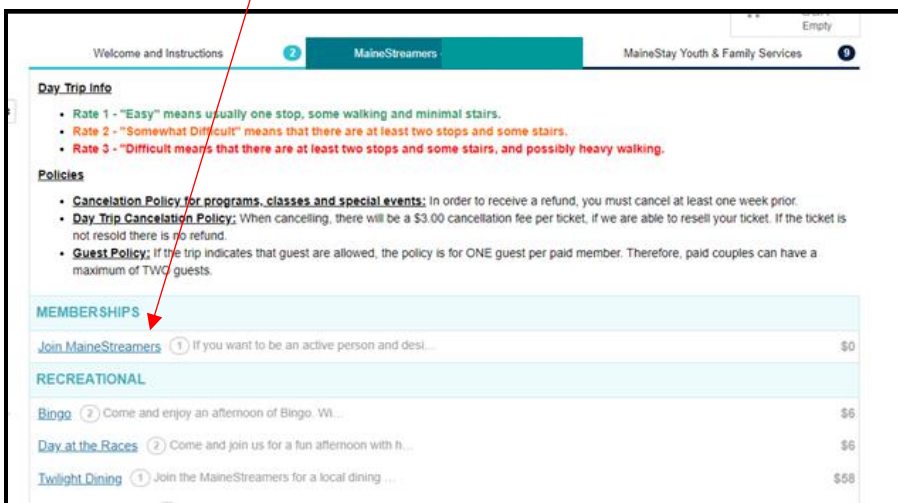
Please go to [www.maintown.com](http://www.maintown.com) (Go to MaineStreamers Department and click on “Become a Member”.

**Please Note: You will not be able to register on line for any programs/day trips until the January/February Newsletter which will be mailed out on December 14th.**

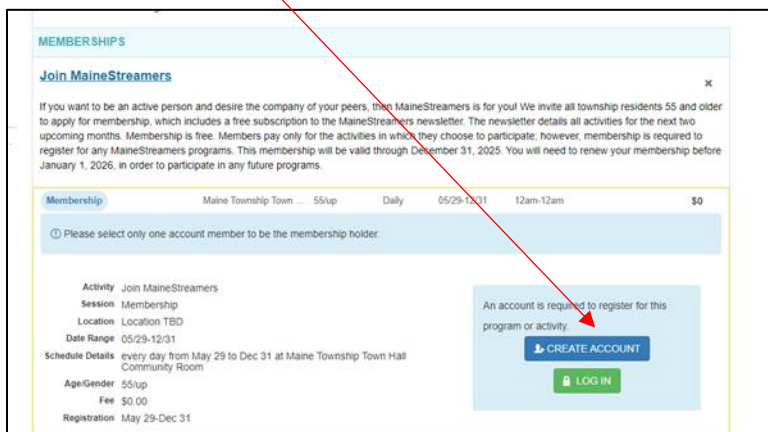
### 1. In the Welcome Page- Click MaineStreamers” Tab



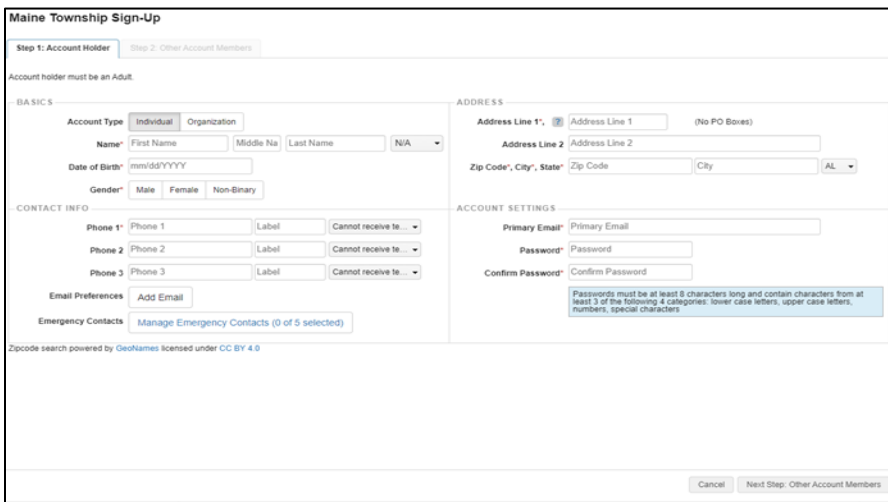
### 2. Click on “Join MaineStreamers”



### 3. Click on “Create Account”



4. Fill In the following Information where all the \* are. Please note it is very important to put in your address with the correct extension (Rd., St., Pkwy., Lane...) If you have a Unit # or an Apartment # please put that in Address line 2 only (i.e.: Unit 2, Apt. 4B). Create Password which must be a minimum of 8 characters Including a Capital letter, small letter a number and a special character. (Emergency Contact will be filled out elsewhere). When done click on bottom lower right-hand corner and click on “Next Step Other Account Member”.



The image shows the 'Maine Township Sign-Up' form, Step 1: Account Holder. The form is divided into several sections: 'BASIC', 'ADDRESS', 'CONTACT INFO', and 'ACCOUNT SETTINGS'. The 'BASIC' section includes fields for Account Type (Individual or Organization), Name (First, Middle, Last), Date of Birth, and Gender. The 'ADDRESS' section includes Address Line 1, Address Line 2, Zip Code, City, and State. The 'CONTACT INFO' section includes Phone 1, Phone 2, and Phone 3, each with a label and a 'Cannot receive text' dropdown. The 'ACCOUNT SETTINGS' section includes Primary Email, Password, and Confirm Password. A note at the bottom of the Password field states: 'Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters'. At the bottom right, there are 'Cancel' and 'Next Step: Other Account Members' buttons.

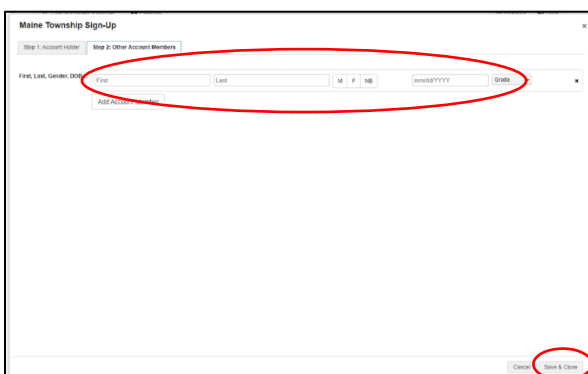
5. If you are **NOT** adding another member, click the bottom right-hand corner and click on “Save & Close” and go to Step # 9

At this point if you need to set up another account member such as a spouse click “Add Account Member”




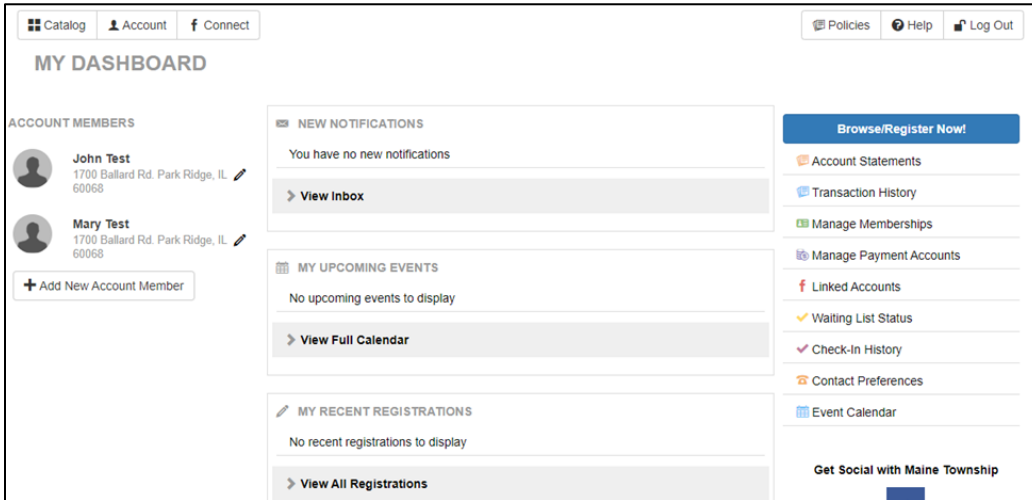
The image shows the 'Maine Township Sign-Up' form, Step 2: Other Account Members. The form is mostly empty, with a single input field for 'First, Last, Gender, DOB...' and an 'Add Account Member' button. A red arrow points from the 'Add Account Member' button in the previous step to this button. At the bottom right, there are 'Cancel' and 'Save & Close' buttons.

6. Add Spouses Information: Name, Gender and Birthdate and click “Save & Close”.



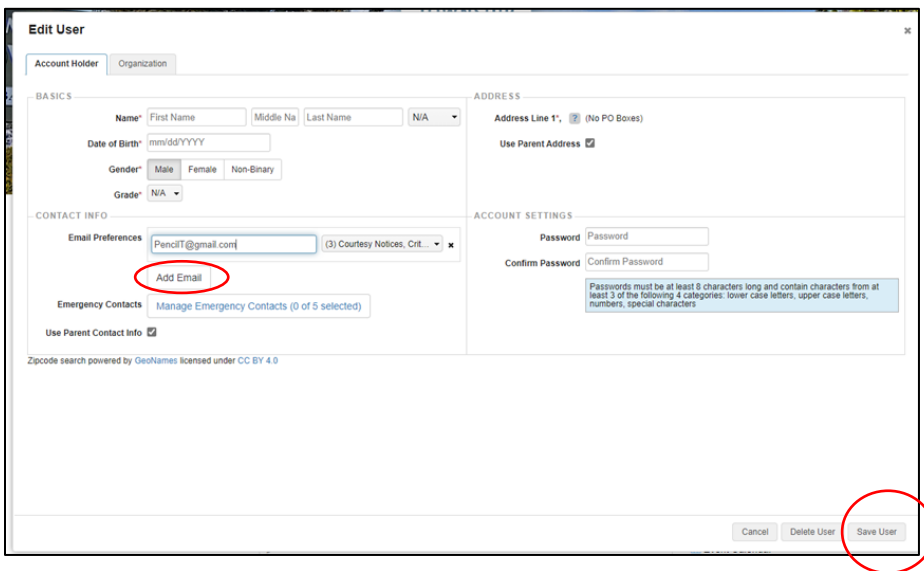
The image shows the 'Maine Township Sign-Up' form, Step 2: Other Account Members. The form is mostly empty, with a single input field for 'First, Last, Gender, DOB...' and an 'Add Account Member' button. A red oval highlights the input field, and another red oval highlights the 'Save & Close' button at the bottom right.

7. At this point if your spouse wants to add their own email click on “Account”. Click the pencil icon (  ) next to spouse’s name.

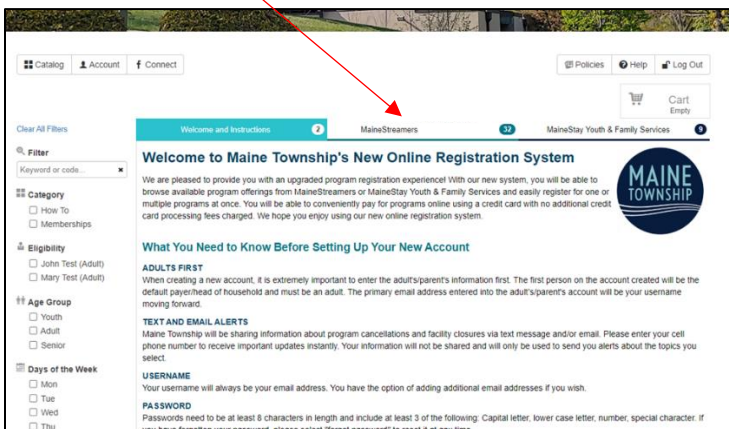


8. Fill in all spaces with an \* this will include name, birth date, gender and Grade (please select N/A).

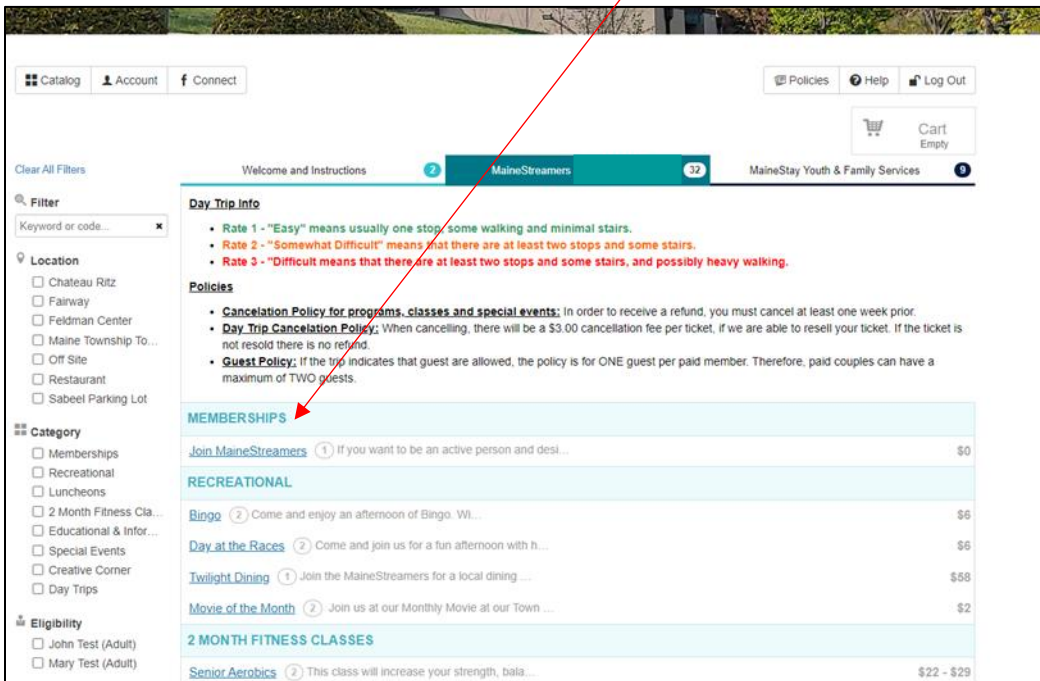
To add your own email, click on “Add Email” and select preferences and create your own password if you would like. When completed click “Save User” at bottom right.



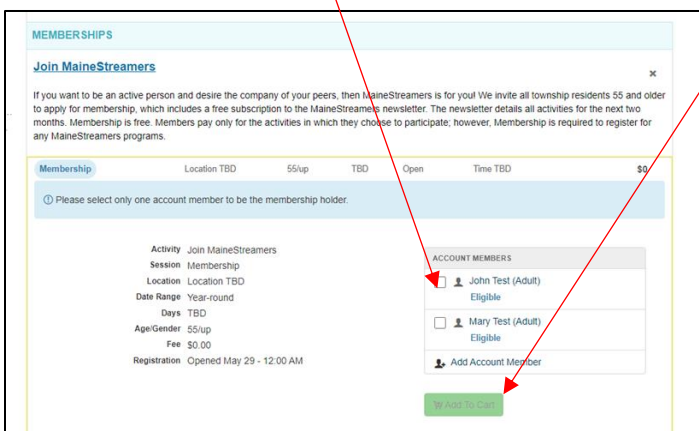
9. Click on “MaineStreamers” Tab.



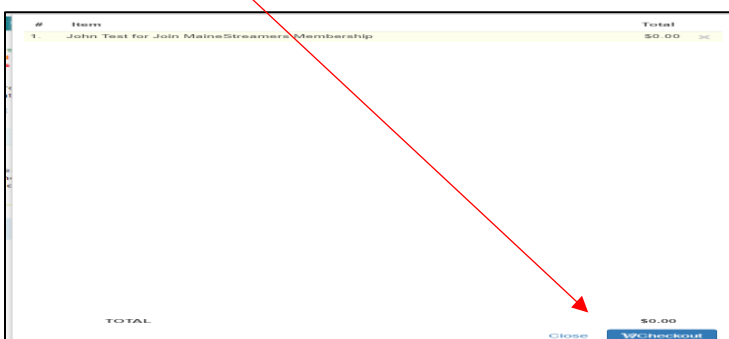
10. Under the first blue tab “Memberships” click “Join MaineStreamers”. At this point you will be adding the MaineStreamer membership to your cart.



11. You will first click on the box by your name and click green “Add To Cart”. The following will be done separately for each member. Complete all steps and return to step #5 to complete registration for spouse.



12. Click “Checkout” at bottom right.



13. Add in your Emergency Contact Name, Relationship, Contact Phone and click on “Submit Responses”.

Prompts

Response

Prompts for John Test

1. I am a new member/I have not attended a MaineStreamers program before. Yes ☒ No ☐

2. Emergency Contact Name

3. Emergency Contact Relationship

4. Emergency Contact Phone

Submit Responses

CHECKOUT FOR JOHN TEST

- Browse Catalog
- Prompts
- Waivers
- Payment
- Review & Confirm
- Receipt

14. Read the waiver, scroll down to the end of waiver and click on the box to agree “I agree on behalf of.....”. A waiver signature box will appear and use your mouse/finger to initial. Once completed click Save. Now you will scroll back up on the page and click on the green box that reads “Confirm Waiver Agreement”.

Waivers

MaineStreamers Waiver

Applies to:

John Test for Join MaineStreamers Membership

**Important Information for Maine Township's MaineStreamers**

Please take the time to review the following information to make your Maine Township MaineStreamer experience a safe and enjoyable one!

- A participating member must be 55 years of age and older, and a resident or property tax owner in Maine Township.
- It is the responsibility of each MaineStreamer to give an emergency name and phone number to the MaineStreamer staff. It is your responsibility to notify staff of any changes.
- All members must obey safety rules and cooperate with the MaineStreamers Staff and/or those supervising the event. If rules are broken, a member is uncooperative, or their behavior warrants discipline that member can be refused participation in trips or programs and suspended from membership.
- Reservations for all trips and programs are accepted by mail, online or Maine Townships drop box (located in the parking lot). No Phone reservations and or walk ins!
- In order to participate in programs a registration form must be completed either online or mailed in. Payment must be received online by credit card or mailed in with a registration form. For day trips only, when paying by check, a separate check must be made out for every trip. Make check(s) payable to **Maine Township MaineStreamers (M.T.M.S.)**. For day trips once accepted, a confirmation letter will be mailed to you.
- Guests are allowed to attend Maine Township MaineStreamers programs. Each MaineStreamer is allowed to bring 1 guest only. The registered participant must accompany the guest. There is an additional charge for guests.
- Requests for Special Accommodations must be received at the time the reservation is submitted. Every reasonable attempt will be

Confirm Waiver Agreement

CHECKOUT FOR JOHN TEST

- Browse Catalog
- Prompts
- Waivers
- Payment
- Review & Confirm
- Receipt

15. Click on “Review Transaction”

Payment

Item

1. Wednesday Test for Join MaineStreamers Membership

This item entails future payments which may optionally be paid automatically. ☐ OPT-IN TO AUTO-BILLING

Total Charges \$0.00

Review Transaction

CHECKOUT FOR WEDNESDAY TEST

- Browse Catalog
- Prompts
- Waivers
- Payment
- Review & Confirm
- Receipt

16. Click on “Complete Transaction”

NOTE: Ignore the highlighted box on the left

Review & Confirm

Item	Price
1. Wednesday Test for Join MaineStreamers Membership <small>This item entails future payments which may optionally be paid automatically. [ ] OPT-IN TO AUTO-BILLING</small>	\$0.00

Total Charges \$0.00

Payment Summary  
No Payment

Complete Transaction

Payment

Follow us on Social Media

17. Transaction receipt will appear.

You officially completed your purchase of the MaineStreamer Membership.  
You now have the option to email or print your receipt.

Transaction Receipt

Receipt JohnTest@gmail.com

MAINE TOWNSHIP

1700 Ballard Road  
Park Ridge, IL 60068  
847-297-2510  
register@mainetown.com  
mainetown.com

Registration/Payment Receipt 60142872  
09/28/2023 11:48 AM

Account Information  
John Test  
1700 Ballard Rd.  
Park Ridge, IL 60068

Item Amount Paid  
John Test for Join MaineStreamers Membership \$0.00  
EXPIRATION DATE: N/A

Total Payment \$0.00

Prompt(s)  
I am a new member! I have not attended a Maine Streamers program before. (John Test) No  
Emergency Contact Name (John Test) Dawn Test  
Emergency Contact Relationship (John Test) Daughter  
Emergency Contact Phone (John Test) 847-558-8888

CHECKOUT FOR JOHN TEST

Browse Catalog  
Payment  
Review & Confirm  
Receipt

"I just signed up for Join MaineStreamers at Maine Township"

Twitter Facebook

Follow us on Social Media

Facebook

18. After emailing the receipt you will see on the top left of the page in green “Receipt emailed to (your email address will be listed). You then click on “Return to POC”.

Account John Test Email Address 1700 Ballard Rd. Park Ridge, IL 60068 8479955986

Receipt emailed to bigboy@comcast.net

Receipt

MAINE TOWNSHIP

1700 Ballard Road  
Park Ridge, IL 60068  
847-297-2510  
mainetown.com

Registration/Payment Receipt 60226262  
09/30/2023 02:58 PM

Account Information Received By  
John Test Oksana Bulaczkyk at MaineStreamers  
1700 Ballard Rd.  
Park Ridge, IL 60068

Item Amount Paid  
John Test for Join MaineStreamers Membership \$0.00  
EXPIRATION DATE: 12/31/2025

Total Payment \$0.00

Prompt(s)  
I am a new member! I have not attended a Maine Streamers program before. (John Test) No  
Emergency Contact Name (John Test) John  
Emergency Contact Relationship (John Test) Daughter

CHECKOUT FOR JOHN TEST

Account Profile  
Browse Catalog  
Payment  
Receipt  
View Membership

Return to POS

You will receive a receipt by email after your registration is completed. Please be sure to check your junk/spam email folder if you do not receive it.



19. If adding a spouse's membership go to upper left-hand corner and click on "Account".

Transaction Receipt

Receipt: WednesdayTest@gmail.com

**Maine Township**  
1701 Ballard Road  
Park Ridge, IL 60068  
847-297-2510  
mainetown.com

**Registration/Payment Receipt #0227566**  
08/30/2023 03:55 PM

**Account Information**  
Wednesday Test  
1701 Ballard Rd  
Park Ridge, IL 60068

Item	Amount Paid
Wednesday Test for Join MaineStreamers Membership EXPIRATION DATE: 12/31/2025	\$0.00
<b>Total Payment</b>	<b>\$0.00</b>

**Prompt(s)**  
I am a new member! I have not attended a Maine Streamers program before. (Wednesday Test) No  
Emergency Contact Name (Wednesday Test) MJ  
Emergency Contact Relationship (Wednesday Test) Son  
Emergency Contact Phone (Wednesday Test) 888-888-8888

**Activity Notes**  
Join Maine Streamers Membership  
**VERY IMPORTANT**  
Thank you for joining the "Free" 2-year MaineStreamers membership. This membership will expire on December 31, 2025. You will need to add the MaineStreamers Membership back to your cart before January 1, 2026, to renew. This will ensure that all your information including emergency contacts will be updated in the system.

**CHECKOUT FOR WEDNESDAY TEST**  
Browse Catalog  
Payment  
Review & Confirm  
Receipt

"I just signed up for Join MaineStreamers at Maine Township"  
Tweet Share

Follow us on Social Media  
Facebook

20. Your screen will look like this.

Under MY DASHBOARD, ACCOUNT MEMBERS click on the "+ Add New Account Member"

MY DASHBOARD

**ACCOUNT MEMBERS**  
Wednesday Test  
1701 Ballard Rd, Park Ridge, IL 60068  
**+ Add New Account Member**

**NEW NOTIFICATIONS**  
You have no new notifications  
[View Inbox](#)

**MY UPCOMING EVENTS**  
Aug 31st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership  
Sep 1st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership  
Sep 2nd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership  
Sep 3rd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership  
Sep 4th 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership  
[View Full Calendar](#)

**Browse/Register Now!**  
Account Statements  
Transaction History  
Manage Memberships  
Manage Payment Accounts  
Linked Accounts  
Waiting List Status  
Check-In History  
Contact Preferences  
Event Calendar

**Get Social with Maine Township**  
Facebook

21. This is where you enter/add your spouse's information.

Please fill in "Name, Date of Birth, Gender and Grade (for Grade please select N/A)

If your spouse would like to add their own email and password, please complete the categories.

When done click on the bottom right "Save Account Member"

**Create User**

Account Holder Organization

**BASICS**  
Name: First Name Middle Na Last Name N/A  
Date of Birth: mm/dd/YYYY  
Gender: Gender Female Non-Binary  
Grade: N/A

**ADDRESS**  
Address Line 1: (No PO Boxes)  
Use Parent Address ☒

**CONTACT INFO**  
Email Preferences: Add Email  
Emergency Contacts: Manage Emergency Contacts (0 of 5 selected)  
Use Parent Contact Info ☒

**ACCOUNT SETTINGS**  
Password: Password  
Confirm Password: Confirm Password  
Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

Zipcode search powered by GeoNames licensed under CC BY 4.0

Cancel Save Account Member

22. This screen will appear showing both members. Click on the upper top left on “Catalog”

**MY DASHBOARD**

ACCOUNT MEMBERS

- Wednesday Test**  
1701 Ballard Rd. Park Ridge, IL 60068
- Tuesday Test**  
1701 Ballard Rd. Park Ridge, IL 60068
- + Add New Account Member

NEW NOTIFICATIONS

You have no new notifications

[View Inbox](#)

MY UPCOMING EVENTS

- Aug 31st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership
- Sep 1st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership
- Sep 2nd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership
- Sep 3rd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership
- Sep 4th 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership

[View Full Calendar](#)

MY RECENT REGISTRATIONS

08/30/2023 03:55 PM	#60227566
Wednesday Test for Join MaineStreamers Membership	

Policies Help Log Out

[Browse/Register Now!](#)

- Account Statements
- Transaction History
- Manage Memberships
- Manage Payment Accounts
- Linked Accounts
- Waiting List Status
- Check-In History
- Contact Preferences
- Event Calendar

Get Social with Maine Township

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23. Go back to Step 1 and follow the instructions to purchase your spouse’s free membership. Complete all prompts/waiver and go through the checkout process to receive a receipt.