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

Please go to www.mainetown.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".

1: Account Holder									
nt holder must be an Adu	it.								
HC S						ADDRESS			
Account Type	Individual Orga	inization				Address Line 1", 👔	Address Line 1	(No PO Boxes)	
Name*	First Name	Mic	idle Na	Last Name	N/A •	Address Line 2	Address Line 2		
Date of Birth*	mm/dd/YYYYY					Zip Code", City", State"	Zip Code	City	AL •
Gender	Male Female	Non-Bina	ŋy						
ITACT INFO						ACCOUNT SETTINGS			
Phone 1*	Phone 1		Label	Cannot receiv	ve te 💌	Primary Email*	Primary Email		
Phone 2	Phone 2		Label	Cannot receiv	ve te 👻	Password*	Password		
Phone 3	Phone 3		Label	Cannot receiv	ve te 👻	Confirm Password*	Confirm Password		
Email Preferences	Add Email						Passwords must be at least 8 least 3 of the following 4 catego numbers, special characters	characters long and contai pries: lower case letters, u	n characters from a pper case letters,
Emergency Contacts	Manage Emerg	ency Con	tacts (0	of 5 selected)					
e search powered by Ge	Names licensed un	der CC BY	4.0						

 If you are <u>NOT</u> 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"

Maine Township Sign-Up	ж
Step 1: Account Holder Step 2: Other Account Members	
First, Last, Gender, DOB	
	Cancel Save & Close

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



7. At this point if your spouse wants to add their own email click on "Account". Click the pencil icon (

MY DAS	L Account	Connect		Policies Pelp Log Out
ACCOUNT MEMBE	ERS		IS NEW NOTIFICATIONS You have no new notifications	Browse/Register Now!
1700 Ba 60068 Mary Tr 1700 Ba 60068	llard Rd. Park Ri est llard Rd. Park Ri	dge, IL 🧪 dge, IL 🧪	> View Inbox	Transaction History  Manage Memberships  Manage Payment Accounts
+ Add New Acc	ount Member		MY UPCOMING EVENTS No upcoming events to display	Manage Payment Accounts     f Linked Accounts     Valting List Status
			> View Full Calendar	Check-In History
			MY RECENT REGISTRATIONS     No recent registrations to display	Get Social with Maine Township
			> View All Registrations	Get Social with Maine Township

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.

Edit User		ĸ
Account Holder Organi	zation	
Account Holder Organi BASICS Name* Date of Binth* Gender Grade* CONTACT INFO Email Preferences Emergency Contacts Use Parent Contact Info Zipcode startch powered by Ge	ADDRESS AdDRESS Address Line 1, (I) (No PO Boxes) Use Parent Address El Address Line 1, (I) (No PO Boxes) Use Parent Address El Addr	
	Cancel Delete User Save User	

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.

Catalog Account	f Connect		Policies Help Log	Out
			Cart Empty	1
Clear All Filters	Welcome and Instructions	2 MaineStreamers	32 MaineStay Youth & Family Services	9
<sup>Q</sup> , Filter	Day Trip Info			
Keyword or code	Rate 1 - "Easy" means usually of	one stop, some walking and minimal st	airs.	
0.	<ul> <li>Rate 2 - "Somewhat Difficult" m</li> </ul>	eans that there are at least two stops :	nd some stairs.	
Location	<ul> <li>Rate 3 - "Difficult means that the</li> </ul>	ere are at least two stops and some st	irs, and possibly heavy walking.	
Chateau Ritz	Policies			
Fairway     Fairway	Cancelation Policy for programs	s, classes and special events: In order	o receive a refund, you must cancel at least one week prior.	
Maine Townshin To	<ul> <li>Day Trip Cancelation Policy: Wh</li> </ul>	hen cancelling, there will be a \$3.00 canc	allation fee particket if we are able to recall your ticket. If the ticket	A 24.
INTERNEY INTERIORITY INC.			sialion lee per licket, it we are able to resell your licket. It the licket	115
Off Site	not resold there is no refund.	that quest are allowed the policy is for O	salion ree per licket, il we are able to resell your licket. Il the licket	115
Off Site Restaurant	not resold there is no refund. • Guest Policy: If the tro indicates maximum of TWO guests.	that guest are allowed, the policy is for O	NE guest per paid member. Therefore, paid couples can have a	1.15
Off Site Restaurant Sabeel Parking Lot	not resold there is no refund. • Guest Policy: If the tro indicates maximum of TWO quests.	that guest are allowed, the policy is for O	nanion reciper ucket, i we are also to resen your ucket. If the ucket NE guest per paid member. Therefore, paid couples can have a	1.15
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Off Site  Restaurant  Sabeel Parking Lot  Category  Memberships  Recreational  Luncheons  2 Month Fitness Cla.  Educational & Infor  Special Events  Creative Corner  Day Trips  Eligibility	not resold there is no refnd. • Guest Policy: If the trie indicates maximum of TWO crests. MEMBERSHIPS Join MaineStreamers ① If you want it RECREATIONAL Bingg ② Come and enjoy an afternoo Day at the Races ③ Come and join u Iwilight Dining ① Join the MaineStree Movie of the Month ③ Join us at our	that guest are allowed, the policy is for C to be an active person and desi on of Bingo. WL us for a fun afternoon with h earners for a local dining r Monthly Movie at our Town	Raindh rec pei ocket, i we are abe o resen you incket. In the locket	S( S( S55) S2
Off Site     Restaurant     Sabeel Parking Lot      Category     Memberships     Recreational     Luncheons     2 Month Fitness Cta.     Special Events     Creative Corner     Day Trips      Lingbility     John Test (Adult)	not resold there is no reshol. • <u>Gravit Policy</u> : If the typ indicates maximum of TWO crests. MEMBERSHIPS Join MaineStreamers ① If you want the RECREATIONAL Bingg ② Come and enjoy an afternoo Day at the Races ③ Come and join to Twitight Drining ① Join the MaineStree Movie of the Month ③ Join us at our 2 MONTH FITNESS CLASSES	that guest are allowed, the policy is for O to be an active person and desi on of Bingo. WI us for a fun afternoon with h earners for a local dining r Monthly Movie at our Town	NE guest per paid member. Therefore, paid couples can have a	50 50 55 55 55 55

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".

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Catalog 1 Account f Connect		億 Policies	O Help	💕 Log Out
Prompts			Ä	\$0.00 1 item
Prompt	Response			
		CHECKOUT FOR	JOHN TEST	
Prompts for John Test		W Browse Ca	italog	
1. I am a new member/I have not attended a MaineStr	eamers	Prompts		
program before.	Yes No @	🔁 Walvers		/
2. Emergency Contact Name		G Payment		
		E Review & C	Continn	
<ol><li>Emergency Contact Relationship</li></ol>		di Danaini		

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	\$0.00 1 item
MaineStreamers Waiver	CHECKOUT FOR JOHN TEST
	👾 Browse Catalog
Applies to:	Prompts
John Test for Join MaineStreamers Membership	CI Waivers
	③ Payment
Important Information for Maine Township's MaineStreamers!	E Review & Confirm
Please take the time to review the following information to make your Maine Township MaineStreamer experience a safe and enjoyable one!	@ Receipt
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.	Confirm Waiver Agreement >
<ul> <li>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 form membership.</li> </ul>	< Prompts
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!	Follow us on Social Media
<ul> <li>in ororer to participate in programs a registration form musi be completed either dnille or maled in. Paymeth musi be received online by credit card or maled in with a registration form. For day trips only, when paying by check, a separate check musi 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 maded to you.</li> </ul>	. e
<ul> <li>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.</li> <li>Request for Special Accompanytions must be received at the finance that the special charge to regulate the special special</li></ul>	



## 15. Click on "Review Transaction"

## 16. Click on "Complete Transaction" NOTE: Ignore the highlighted box on the left

I. Wednesday Test for John ManeStreamers Membership St. Odi ManeStreamers Membership This item entais future payments which may optionally be paid automatically. OPT-IN TO AUTO-BILLING Waivers Waivers	treamers Membership tos witch may optionally be paid automaticatly. IN TO AUTO-BILLING Total Charges 10.00 Cliticology Fore Membership Waivers © Payment © Review & Continm © Review & Continm	item		Price
This literi entails fulure payments which may optionally be paid automatically.	Its which may optionally be paid automatically. IN TO AUTO-BILLING Total Charges 10.00 Review & Continn Review & Continn Review & Continn Review & Continn	1. Wednesday Test for Join MaineStreamers Membership		CHECKOUT FOR WEDNESDAY TEST
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Payment Summary	S Recept	Payment Summary		😰 Review & Confirm
No Parment E Receipt		No Payment		B Receipt
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Compl	Compi			Compl

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.

Maine Township         Y00 Bainer Road         Park Road, 14, 5000         Park Road, 14, 5000         Count Information         Works List Bood         With Road, List Bood         Park Road, List Bood         With Road, List Bood         W			CHECKOUT FOR JOHN TEST
TOD Ballard Road Plan. Ropa, LL 60003         Pair. Ropa, LL 600		Maine Township	W Browse Catalog
Plan Ridge, IL 6008 Bigging Transmission maintenances Park Ridge, IL 6008 Park Ridge, IL	MAINE	1700 Ballard Road	③ Payment
Registration/Payment Receipt 60142872       0022023 11:64 AM       Account Information Join Test Tarkets are de Pain Rejs, IL 60068       Name       Main       And Table Jack       Additional Constraints       Join Test for Join ManeStreamers Membership Sommarcounces: NA       Total Payment     50.00       Promotes       Promotes       Image: Second Information Sommarcounces: NA       Total Payment     50.00	TOWNSHIP	Park Ridge, IL 60058	😰 Review & Confirm
Registration/Payment Receipt 60142872         00/202023 11:44 AM         Account Information Join Test Park Regis, IL 80008         Item Apple: Report Based Streamers Membership Solom Test for Join MaineBreamers Membership Solom Test for Join MaineBreamers Membership Solom Test Test Join MaineBreamers Membership Solom Test Test Join MaineBreamers Membership Solom Test Test Joint Solom Test Prompt(s)       Amount Paid Solom         Item a new membership membership Solom Test Joint Cest Joint Charlow Test Solom Test Test Joint Cest Joint Charlow Test Solom Test Joint Cest Joint Cest Joint Cest Joint Cest Solom Test Joint Cest Joint Cest Solom Test Joint Cest Joint Cest Solom Test Solom Test S		847-297-2510 register@mainetown.com mainetown.com	🝘 Receipt
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I am a new member/I have not attended a Maine Streamers program before. (John Test) No Emergency: Contact Name (John Test). David Test	Prompt(s)		- F
Emernancy Contact Name (John Test) Dawn Test	I am a new member.I have not attended a Maine Streamers program before. (Joh	hn Test) No	
chiefgenej constat name (oom rest) cann rest	Emergency Contact Name (John Test) Dawn Test		
Emergency Contact Relationship (John Test) Daughter	Emergency Contact Relationship (John Test) Daughter		

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".

Acc	ount John Test Email Address	1700 Ballard Rd. Park Ridge, IL 60068 8479985986	
		<b>`</b>	CHECKOUT FOR JOHN TEST
	Receipt emailed to bigboy@comcast.net		2 Account Profile
Rec	eipt 🖂 🖶		💓 Browse Catalog
	-		<li>(§) Payment</li>
	MAINE	Maine Township 1700 Ballard Boad	() Receipt
	TOWNSHIP	Park Ridge, IL 60068 847-297-2510	View Membership
	Registration/Payment Receipt e 08/30/2023 02:58 PM Account Information John Test 1700 Ballard Rd.	0225262 Received By Oksana Bukaczyk at MaineStreamers	Return to POS 🔰
	Item John Test for Join MaineStreamers Membersh EXPIRATION DATE: 12/31/2025	Amount Paid S0.00	
		Total Payment \$0.00	
	Prompt(s)		
	I am a new member/I have not attende	d a Maine Streamers program before. (John Test) No	
1	Emergency Contact Name (John Test)	john	
	Emorgonov Contact Polationship ( Joh	n Test) friend	

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".

Catalog	Account f Connect	E Policies 😧 Help 🔒 Log Out
Iransact	ion Receipt	
Receipt	Wednesdayt@gmail	
		CHECKOUT FOR WEDNESDAY TEST
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	MAINE 1700 Ballard Boad	(C) Payment
	TOWNSHIP Park Ridge, IL 60068	() i synam
	847-297-2510	Review & Confirm
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	Registration/Payment Receipt 60227566	
	08/30/2023 03:55 PM	
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	1701 Ballard Rd.	waite streamers at waite rowiship
	Park Ridge, IL 60068	Tweet () Share
	Item Amount Paid	
	Wednesday Test for Join MaineStreamers Membership \$0.00	
	EXPIRATION DATE: 12/31/2025	Follow us on Social Media
	iotal Payment \$0.00	
	Prompt(s)	
	I am a new member/I have not attended a Maine Streamers program before. (Wednesday Test) No	f
	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 "Fee" 2-year Mains@Poamer membership. This membership will expire on December 31, 2025. You will need to add the Maine@Iteamer Membership back to your cart before January 1, 2026, to relevan: This will ensure that all your internation including emergency contacts will be	

20. Your screen will look like this. Under MY DASHBOARD, ACCOUNT MEMBERS click on the "+ Add New Account Member"

MY DASHBOARD	TIFICATIONS onew notifications ox MING EVENTS	Erowse/Register Now!
ACCOUNT MEMBERS Wednesday Test Trif Baker Rid Park Ridge, IL Add New Account Member  Member  Member  Member	INFIGATIONS OR MODIFICATIONS DX MINING EVENTS	BrowseiRegister Now!
Wednaddy Test Trotal Buland Rid Purk Ridge, IL      Vou have n     Vou have n     Vou have n     Wou have n	or even notifications	Account Statements     Transaction History     Manage Memberships     Manage Payment Accounts
Add New Account Member	ox MING EVENTS	Transaction History Manage Memberships Manage Payment Accounts
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MY UPCC Aug 31st 12	MING EVENTS	15 Manage Payment Accounts
Aug 31st 12		
	10 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers	f Linked Accounts
Membership	,	Waiting List Status
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Weinbersinp		Contact Preferences
Sep 21d 12. Membership	00 - 12.00am - Wednesday lest - (Activity) Join Maine Streamers	Event Calendar
Sep 3rd 12 ( Membership	10 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers	Get Social with Maine Township
Sep 4th 12:0 Membership	)0 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers	Ŧ
> View Ful	I Calendar	

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	ADDRESS
Name*         First Name         Middle Na         Last Name         N/A           Date of Birth*         mm/dd/YYYY	Address Line 1*, 🧭 (No PO Boxes) Use Parent Address 🗹
Gender Female Non-Binary	
Grade* N/A +	ACCOUNT SETTINGS
Email Preferences Add Email	Password Password
Emergency Contacts Manage Emergency Contacts (0 of 5 selected)	Confirm Password Confirm Password Passwords must be at least 8 characters long and contain characters from at
Use Parent Contact Info	least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters
Zipcade 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"

Catalog Account f Connect		Policies 🕑 Help 💕 Log Out
MY DASHBOARD		
ACCOUNT MEMBERS	829 NEW NOTIFICATIONS	Browse/Register Now!
<ul> <li>Wednesday Test 1701 Ballard Rd. Park Ridge, IL </li> <li>Tuesday Test 1701 Ballard Rd. Park Ridge, IL </li> <li>tröt Ballard Rd. Park Ridge, IL </li> <li>doto8</li> <li>Add New Account Member</li> </ul>	You have no new notifications	C Account Statements
	> View Inbox	E Transaction History
		🖽 Manage Memberships
	MY UPCOMING EVENTS     Aug 31st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers     Membership	B Manage Payment Accounts
		f Linked Accounts
		Vaiting List Status
	Sep 1st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membershin	Check-In History
	Sep 2nd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers	Contact Preferences
	Membership	m Event Calendar
	Sep 3rd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership	Get Social with Maine Township
	Sep 4th 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership	f
	> View Full Calendar	
	MY RECENT REGISTRATIONS	
	08/30/2023 03:55 PM #6022 Wednesday Test for Join MaineStreamers Membership	27566

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.