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".

| Account Type Individual Organization Namer First Name Middle Na Date of Bith* mmidd/YYYY Gender* Male Female Non-Binary | AL V | (No PO Boxes) | Address Line 1 (No PO Boxe | ADDRESS | | | | | a. | t holder must be an Adu |
|---|------------------------------|--|--|--------------------------|------------------|---------------|-------------|--------------|--------------|-------------------------|
| Account Type Individual Organization Address Line 1 (No PO Boxes) Namer First Name Middle Na Last Name NA Date of Bister ImmiddYYYY Gender* Male Female Non-Binary ITACT INFO Phone 1 Label Cannot receive te. Phones 2 Phone 2 Label Cannot receive te. Phones 3 Label Cannot receive te. Email Preferences Add Email Address Line 1 (No PO Boxes) Address Line 2 Address Line 2 Zip Code City Al Address Line 2 Address Line 2 Zip Code City Al Address Line 2 Code City Al Address Line 4 City Al Address Line 4 City | | (No PO Boxes) | Address Line 1 (No PO Boxe | ADDRESS | | | | | | |
| Name Middle Na Last Name NA Address Line 2 Date of Bitth milddPYYYY Zip Code*, City*, State* Zip Code*, | | (No PO Boxes) | Address Line 1 (No PO Boxe | | | | | | | SIC S |
| Date of Bittle* minidd/YYYY Zip Code*, City*, State* | | | | Address Line 1*, 👔 | | | 1 | Organization | Individual C | Account Type |
| Gender Male Female Non-Binary VTACT INFO ACCOUNT SETTING 5 Phone 1 Label Cannot neolive ita Phone 2 Phone 1 Cannot neolive ita Phone 3 Label Cannot neolive ita Email Preferences Add Email | AI - | | Address Line 2 | Address Line 2 | N/A - | Last Name | Middle Na | | First Name | Name* |
| ACCOUNT SETTINGS ACCOUNT SETTINGS Phone 1 Pione 1 Label Cannot receive te - Phone 2 Phone 2 Label Cannot receive te - Phone 3 Label Cannot receive te - Email Preferences Add Email | - · | City | Zip Code City | Zip Code", City", State" | | | | Y | mm/dd/YYYYY | Date of Birth* |
| Phone 1* Label Cannot neceve te. • Primary Email Phone 2 Label Cannot neceve te. • Password Phone 3 Phone 3 Label Cannot neceve te. • Phone 3 Phone 3 Label Cannot neceve te. • Email Preferences Add Email Password | | | | | | | Binary | male Non-B | Male Femal | Gender* |
| Phone 2 Label Cannot neceive te. Password Phone 3 Phone 3 Label Cannot neceive te. Confirm Password Email Preferences Add Email Password Password Password | | | | | | | | | | |
| Phone 3 Phone 3 Label Cannot necelve te Confirm Password Email Preferences Add Email Password Pass | | | Primary Email | Primary Email* | not receive te 👻 | Ci | Label | | Phone 1 | Phone 1* |
| Email Preferences Add Email Passwords must be at least 8 characters long and contain characters | | | Password | Password* | not receive te 👻 | C | Label | | Phone 2 | Phone 2 |
| least 3 of the following 4 categories: lower case letters, upper case letters | | | Confirm Password | Confirm Password* | not receive te | C | Label | | Phone 3 | Phone 3 |
| | cters from a ise letters, | naracters long and contain chara ries: lower case letters, upper ca | least 3 of the following 4 categories: lower cat | | | | | 1 | Add Email | Email Preferences |
| Emergency Contacts Manage Emergency Contacts (0 of 5 selected) | | | | | | of 5 selected | Contacts (0 | Emergency C | Manage Em | Emergency Contacts |

 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 | |
| | |
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| | |
| | |
| | |
| | |
| | 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 (

| Catalog Account | | | Top Policies Pelp Log Out |
|---|--|---|--|
| ACCOUNT MEMBERS John Test 1700 Ballard Rd. Pa | ark Didaa II 🛷 | You have no new notifications | Browse/Register Now! |
| Mary Test 1700 Ballard Rd. Pa 60068 | | View Inbox My UPCOMING EVENTS | Transaction History Manage Memberships Monage Payment Accounts |
| + Add New Account Member | No upcoming events to display > View Full Calendar | f Linked Accounts ✓ Waiting List Status ✓ Check-In History | |
| | | MY RECENT REGISTRATIONS | Contact Preferences |
| | | No recent registrations to display 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 | | × |
|---|--|---|
| Account Holder Organi | zaton | |
| BASICS Date of Birth* Gender* CONTACT INFO Email Preferences Emergency Contacts Use Parent Contact Info | ADDRESS Address Line 1', (ho PO Bowes) Use Parent Address Address Line 1', (ho PO Bowes) Use Parent Address Address Line 1', (ho PO Bowes) Address Line 1', (h | |
| | 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 0 | Help Log Out |
|---|---|--|---------------------------------------|-----------------------|---------------------------|
| | | | | 1 | Cart Empty |
| Clear All Filters | Welcome and Instructions | 2 MaineStreamers | 32 Maine | Stay Youth & Fami | ly Services |
| C. Filter | Day Trip Info | | 12 | | |
| Keyword or code x | · num · Lugy means asta | Ily one stop, some walking and minimal s | | | |
| ♀ Location | | " means that there are at least two stops | | 22 | |
| Chateau Ritz | | t there are at least two stops and some s | airs, and possibly heavy walking | 19. | |
| Chateau Ritz Fairway | Policies | | | | |
| Feldman Center | | ams, classes and special events; In order | | | |
| Maine Township To | Day Trip Cancelation Policy: not resold there is no refund. | When cancelling, there will be a \$3.00 can | ellation fee per ticket, if we are at | ole to resell your ti | cket. If the ticket is |
| Off Site | | tes that guest are allowed, the policy is for 0 | NE guest per paid member. Ther | efore, paid couple | s can have a |
| | | | | | |
| Restaurant | maximum of TWO guests. | | | | |
| Restaurant Sabeel Parking Lot | | | | | |
| Sabeel Parking Lot | maximum of TWO goests. | | | | |
| Sabeel Parking Lot | MEMBERSHIPS | ant to be an active person and desi. | | | |
| Sabeel Parking Lot Category Memberships | MEMBERSHIPS | ant to be an active person and desi | | | \$0 |
| Category | MEMBERSHIPS | ant to be an active person and desi | | | |
| Sabeel Parking Lot Category Memberships Recreational | MEMBERSHIPS Join MaineStreamers ① If you wa RECREATIONAL | | | | \$0 |
| Sabeel Parking Lot Category Memberships Recreational Luncheons | MEMBER SHIPS Join MaineStreamers ① If you we RECREATIONAL Birgg ② Come and enjoy an after | moon of Bingo. Wi | | | \$0 |
| Category Memberships Recreational Luncheons 2 Month Fitness Cla | MEMBERSHIPS Join MaineStreamers ① If you wa RECREATIONAL | moon of Bingo. Wi | | | \$4 |
| Category Ca | MEMBERSHIPS Join MaineStreamers ① If you with RECREATIONAL Bingg ② Come and enjoy an after Day at the Races ③ Come and jo | moon of Bingo. Wi bin us for a fun afternoon with h | | | \$6 |
| Category Ca | MEMBERSHIPS Join MaineStreamers ① If you we RECREATIONAL Bingg ② Come and enjoy an after Day at the Races ③ Come and je Twilight Dining ① Join the Mainest | moon of Bingo. Wi oin us for a fun afternoon with h Streamers for a local dining | | | \$6 \$6 \$6 \$55 |
| Category Ca | MEMBERSHIPS Join MaineStreamers ① If you with RECREATIONAL Bingg ② Come and enjoy an after Day at the Races ③ Come and jo | moon of Bingo. Wi oin us for a fun afternoon with h Streamers for a local dining | | | \$6 \$6 \$6 |
| Sabeel Parking Lot Category Memberships Recreational Luncheons 2 Month Fitness Cla Educational & Infor Special Events Creative Corner | MEMBERSHIPS Join MaineStreamers ① If you we RECREATIONAL Bingg ② Come and enjoy an after Day at the Races ③ Come and je Twilight Dining ① Join the Mainest | moon of Bingo. Wi oin us for a fun afternoon with h Streamers for a local dining | | | \$6 \$6 \$6 \$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".

| | A A | White Provide a state | | We |
|--|----------|-----------------------|---------|------------------|
| Catalog 1 Account f Connect | | 卽 Policies | O Help | Log Out |
| Prompts | | | Ä | \$0.00 1 item |
| Prompt | Response | | | |
| | | CHECKOUT FOR | | |
| Prompts for John Test | | W Browse Ca | talog | |
| I am a new member/l have not attended a MaineStrear | | Prompts | | |
| ram a new member/r nave not attended a mainestrear program before. | Yes No ® | 🔁 Waivers | | / |
| 2. Emergency Contact Name | | G Payment | | / |
| 2. Energency contact name | | E Review & C | Contirm | |
| 3. Emergency Contact Relationship | | @ 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 | \$0.00 1 item |
|--|----------------------------|
| MaineStreamers Waiver | CHECKOUT FOR JOHN TEST |
| | 👾 Browse Catalog |
| Applies to: | Prompts |
| John Test for Join MaineStreamers Membership | 🗘 Waivers |
| | ③ Payment |
| Important Information for Maine Township's MaineStreamers! | 🗐 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 > |
| 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. | 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 |
| 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. | .e. |
| 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 | |



15. Click on "Review Transaction"

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

| Wednesday Test for John MaineStreamers Membership So 20 Wednesday Test for John MaineStreamers Membership This item entails future gayments which may colorularly be paid automatically. OFTH ALTO-BILLING Original OFTH Data OFTH OFTH Data OFTH Data OFTH Data OFTH Data OFTH | |
|---|-----|
| This item entails future payments which may optionally be paid automatically. | |
| O OPT-IN TO ALLTO-BULLING | |
| | |
| 🖄 Walvers | |
| Total Charges \$0.00 (© Payment | |
| Payment Summary | irm |
| No Payment Committed y | |

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.

| | | CHECKOUT FOR JOHN TEST |
|--|---|------------------------------|
| | Maine Township | W Browse Catalog |
| MAINE | 1700 Ballard Road | ③ Payment |
| TOWNSHIP | Park Ridge, IL 60068 847-297-2510 | 🝘 Review & Confirm |
| | 847-297-2510 register@mainetown.com mainetown.com | 🝘 Receipt |
| Registration/Payment Receipt 60142872 | | |
| 08/28/2023 11:48 AM | | " just signed up for Join |
| Account Information | | MaineStreamers at Maine Town |
| John Test 1700 Ballard Rd. | | V Tweet |
| Park Ridge, IL 60068 | | - Invest |
| Item | Amount Paid | |
| John Test for Join MaineStreamers Membership EXMINATION DATE: N/A | \$0.00 | Follow us on Social Media |
| Total Pa | ment \$0.00 | |
| Prompt(s) | | f |
| I am a new member/I have not attended a Maine Streamers program be | fore. (John Test) No | |
| Emergency Contact Name (John Test) Dawn Test | | |
| 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".

| Account John Test Email Address | 1700 Ballard Rd. Park Ridge, IL 60068 8479985986 | |
|---|--|------------------------|
| | | CHECKOUT FOR JOHN TEST |
| Receipt emailed to bigboy@comcast.n | | 2 Account Profile |
| Receipt 📼 🖶 | | 💓 Browse Catalog |
| | | (§) Payment |
| MAINE | Maine Township 1700 Ballard Road | (😇 Receipt |
| TOWNSHIP | Park Ridge, IL 60068 847-297-2510 | View Membership |
| Registration/Payment Receipt 06302023 02:58 PM Account Information John Test 1700 Baland Rd Park Roley, L. 60068 | 60228282 Received By Orsana Bulaccyk at MaineStreamers | Return to POS > |
| Item John Test for Join MaineStreamers Member EXPIRATION DATE: 12/31/2025 | ship \$0.00 | |
| | Total Payment \$0.00 | |
| Prompt(s) | | |
| I am a new member/I have not attend Emergency Contact Name (John Tes | ed a Maine Streamers program before. (John Test) No t) john | |
| Emergency Contact Polationshin / Io | hn Tost) 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".

| | Account f Connect | @ Policies 🕑 Help 💕 Log Out |
|-----------|---|---|
| Transacti | ion Receipt | |
| Receipt | Wednesdayt@gmail 8 🖶 | |
| | | CHECKOUT FOR WEDNESDAY TEST |
| | Maine Township | W Browse Catalog |
| | MAINE 1700 Ballard Road | Payment |
| | TOWNSHIP Park Ridge, IL 60068 | |
| | 847-297-2510 mainetown.com | Review & Contim |
| | | E Receipt |
| | Registration/Payment Receipt 60227566 | - |
| | 08/30/2023 03:55 PM | |
| | Account Information Wednesday Test | "I just signed up for Join MaineStreamers at Maine Township" |
| | 1701 Ballard Rd. | |
| | Park Ridge, IL 60068 | Tweet 🚱 Share |
| | Item Amount Paid | |
| | Wednesday Test for Join MaineStreamers Membership \$0.00 | |
| | EXPIRATION DATE: 12/31/2025 Total Payment \$0.00 | Follow us on Social Media |
| | iotal Payment 30.00 | |
| | 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 'Free' 2-year MalesStreamer membership. This membership will expire on December 31, 2025. You will need to add the MaineStreamer 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. | |

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

| Catalog Account f Connect | | Policies O Help Log Out | |
|--|--|--------------------------------|--|
| MY DASHBOARD | | | |
| ACCOUNT MEMBERS | ID NEW NOTIFICATIONS | Browse/Register Now! | |
| Wednesday Test 1701 Ballard Rd. Park Ridge, IL 🖍 60068 | You have no new notifications | Count Statements | |
| | > View Inbox | Transaction History | |
| + Add New Account Member | | III Manage Memberships | |
| | my upcoming events | 18 Manage Payment Accounts | |
| | Aug 31st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership | f Linked Accounts | |
| | | 🛩 Waiting List Status | |
| | Sep 1st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership | ✓ Check-In History | |
| | Sep 2nd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers | Contact Preferences | |
| | Sep 21d 12.00 - 12.00am - Wednesday rest - (Activity) Join Maine Streamers Membership | 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 | | |

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"

| ccount Holder Organizat | | | | | | | |
|----------------------------|-------------------------------|----------------|-------|---|---------------------------------|-----------------|--|
| - | on | | | | | | |
| A SIC S | | | | ADDRESS | | | |
| Name* F | irst Name Middle Na | Last Name | N/A • | Address Line 1*, 🛛 🔋 | (No PO Boxes) | | |
| Date of Birth* | m/dd/YYYY | | | Use Parent Address | | | |
| Gender Ge | nder Female Non-Binary | | | | | | |
| Grade* 1 | /A • | | | | | | |
| ONTACT INFO | | | | ACCOUNT SETTINGS | | | |
| Email Preferences | Add Email | | | Password | Password | | |
| Emergency Contacts | Manage Emergency Contacts (0 | of 5 selected) | | Confirm Password | Confirm Password | | |
| Use Parent Contact Info | | | | Passwords must be at least 8 or least 3 of the following 4 categories | characters long and contain cha | racters from at | |
| | | | | | numbers, special characters | | |
| ode search powered by GeoN | ames licensed under CC BY 4.0 | | | | | | |
| | | | | | | | |
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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! |
| Wednesday Test 1701 Ballard Rd. Park Ridge, IL 🧪 | You have no new notifications | Count Statements |
| 60068 | > View Inbox | Transaction History |
| Tuesday Test 1701 Ballard Rd. Park Ridge, IL 🧪 | | Manage Memberships |
| 60068 | 篇 MY UPCOMING EVENTS | 3 Manage Payment Accounts |
| + Add New Account Member | Aug 31st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers | f Linked Accounts |
| | Membership | Waiting List Status |
| | Sep 1st 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers Membership | Check-In History |
| | Sep 2nd 12:00 - 12:00am - Wednesday Test - (Activity) Join MaineStreamers | Contact Preferences |
| | Membership | iii 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 #602 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.