


INSTRUCTIONS ON CREATING NEW MAINSTREAMERS ACCOUNT FOR ONLINE REGISTRATION SYSTEM

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. Please go to www.maintown.com (Go to MaineStreamers Department) and click on "Become a Member".
2. In the Welcome Page- Click MaineStreamers" Tab.
3. Click on "Join MaineStreamers" in the "Membership" category.
4. Click on blue box "Create Account".
5. 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 required/filled out elsewhere). When done click on bottom lower right-hand corner and click on "Next Step Other Account Member".
6. If you are **NOT** adding another member, click the bottom right-hand corner and click on "Save & Close" and go to Step # 9
7. Add Spouses Information: Name, Gender and Birthdate and click "Save & Close".
8. At this point if your spouse wants to add their own email click on "Account". Click the pencil icon () next to spouse's name.
9. 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.
10. Click on "MaineStreamers" Tab.
11. Under the first blue tab "Memberships" click "Join MainStreamers". At this point you will be adding the MaineStreamer membership to your cart.
12. You will first click on the box by your name and click green box "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.
13. Click "Checkout" at bottom right.
14. Add in your Emergency Contact Name, Relationship, Contact Phone and click on "Submit Responses".
15. 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".
16. Click on green box "Review Transaction"

17. Click on green box "Complete Transaction"

NOTE: Ignore the highlighted box on the left.

18. Transaction receipt will appear.

You officially completed your purchase of the MaineStreamer Membership.

You now have the option to email or print your receipt.

19. After emailing or printing 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".

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.

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

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

22. 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"

23. This screen will appear showing both members. Click on the upper top left on "Catalog"

24. 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.