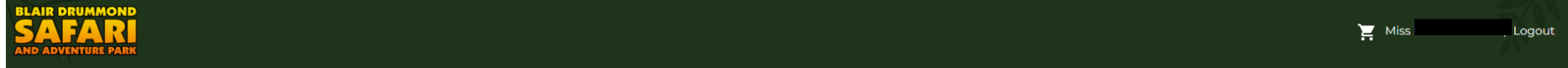


## Members Linking Through Portal


1. From the Members Account, select the Friends and Family option:




The screenshot displays the "My Account" page. The main content area includes the user's name "Miss [redacted]", a welcome message, a list of actions (View all of your membership information, Manage your bookings, Find out more about member benefits), and a prominent yellow button labeled "BOOK MEMBER DAY TICKETS". To the right is a yellow sidebar menu with sections: "Members Portal", "MY ACCOUNT", "BOOKINGS" (with sub-items "Current bookings" and "Order history"), "ACCOUNT SETTINGS" (with sub-items "Profile", "Password", and "Address book"), "MEMBER HUB" (with sub-item "Friends and family"), and "BOOK TICKETS" (with sub-item "Log out"). A black arrow points from the "Friends and family" option in the sidebar to the right.



2. Here you will see the members that are linked with the lead members portal. Their status will say 'Active' if they have accepted their link approval sent via email, otherwise it will say 'Pending'. To add a new link click the '+New':

### Family and Friends Hub

Here you can add your family members to your account and also your friends! This let's you create group bookings simply and easily. Remember, your family and friend contacts have to say "yes" to your connection request to allow you to add them and create bookings for them. Ask their permission by clicking the  button.

To link all of your family memberships, click the **NEW** button, below. You will need their unique number for each member you want to add.

 **+ NEW**

Unique identifier	Last name	First name	Email address	Status	Actions
██████████	██████████	██████████	████████████████████	Active	 

- Members Portal
- MY ACCOUNT
- BOOKINGS
  - Current bookings
  - Order history
- ACCOUNT SETTINGS
  - Profile
  - Password
  - Address book
- MEMBER HUB
  - Friends and family**
- BOOK TICKETS
  - Log out

3. The following screen will appear. Here, you will enter under 'Existing Member' the unique identifier number (Member number) and the members surname, then click 'Add' to link them. Do not add a 'New Contact':

### Link member in your Hub

<h4>Existing Member</h4> <p>To add existing members to your hub enter their details here</p> <p>Unique identifier * <input type="text"/></p> <p>Last name * <input type="text"/></p> <p style="text-align: right;"><a href="#">←</a> CANCEL <b>ADD</b></p>	<h4>New Contact</h4> <p>You can also register a new contact and add it to your Friends &amp; Family list.</p> <p>First name * <input type="text"/></p> <p>Last name * <input type="text"/></p> <p>Email address <input type="text"/></p> <p><input type="checkbox"/> I have read and accept the data privacy policy. <input type="checkbox"/> Create account <a href="#">?</a></p> <p><small>When you share third party information (identity, contact details etc.) you undertake to have notified these third parties and, if necessary, obtained their consent for the processing of personal data when using our services and specifically with regard to achieving the purposes of management and monitoring of reservations and the ordering of</small></p> <p style="text-align: right;"><a href="#">←</a> CANCEL <b>ADD</b></p>
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The email connected to the member will be sent a link approval email to confirm. Once confirmed, the memberships will be linked.