

STEP BY STEP TUTORIAL: How to Change Family Members Contact Info

EDIT PROFILE CONTACT INFO ON ACTIVE NET

Remember: Please make sure all participants **KIDS Profile EMAIL ADDRESS sections are listed as** the designated **PARENT / GUARDIAN**, instead of the child's email or leaving the email blank. (Otherwise the system will not add you to the email list.)

Why? (Active Net generates an Email list from the Attendance Roster.)
Emails will be sent to the Contact Information listed under the registered participant (meaning each "Kids Profile") that is signed up for the Activity or Program.
Parents are not registered in the class, therefore, the emails will only go to who is registered for the Activity or Program.

Note: **Parent Profiles** are needed on the Family Account to Make Payments.
Kids Profiles are needed on the Family Account to be placed on the Attendance Roster.

1. Log-in to your Family Active Net Account

Copy & Paste this link into the search browser:

<https://apm.activecommunities.com/losangelescounty/Home>

2. Locate the Sign-in Button (in the top right corner), Click >> **SIGN IN**

- **Type in your login information** (Email, Password) & login

3. Once logged to your account, it will take you back to the **Active Net home page**.

(Check the top right corner, your profile should now say "**Welcome**". You are now logged in)

4. (Next, in the top right corner) Click on >> **"My Account"**
 5. Find the Section:
 - **"Account Settings"**
 6. Under the Account Settings Section:
Select >>
 - **"Change Information about Family/Friend"**
 7. Next,
 - Click on >> the "NAME" of the Family members you would like to Check or Change their information
 8. Scroll down the the section labeled **"Contact Information"**
 9. Review the information, make any changes (Email /and or/ Phone Number)
- REMEMBER:** Please make sure **all participants** KIDS Profile **EMAIL ADDRESSES** are listed as the designated PARENT / GUARDIAN, instead of the child's email.
10. Finally, scroll to the bottom and select >> **SAVE**