

Add Household Member

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ADD HOUSEHOLD MEMBER

1. From any profile page in the unit > Click on the Green + under the profile picture.
2. Add new member information. Edit email and phone number if different from Primary Member.
3. Click "Save"
4. Take photo

To update who is part of a household membership, see [Household Membership Composition](#)

OVERRIDE HOUSEHOLD LIMIT

This setting is used to mark an individual exempt from the number of adults limit on a household membership. Apply according to your YMCA's policies.

1. Find or add member
 2. Click edit pencil next to name on profile
 3. Click "Override household membership count" and enter reason
 4. Click "Save"
 5. If needed, complete other steps per your YMCA's policies (e.g. sell fee offering)
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