Northern Hills Community Association Online Registration User Guide

Welcome to the new online registration site for Northern Hills Community Association.

Getting Started

To begin, please click on the registration or membership link provided to you on the program or membership page at www.northernhills.ab.ca

If you are brand new to Northern Hills and have never registered with Northern Hills in a previous manner, please proceed to the **New Users** help section below.
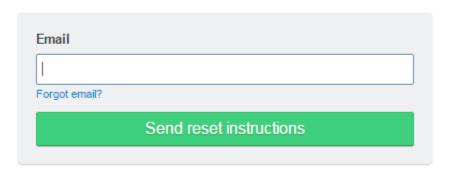
Returning Members

If you have registered with Northern Hills in the past, your account will already be setup in the system. In order to access the system, you can click on the Forgot Password link on the login page:

Enter your email address into the space provided:

Forgot password

Email

[   ]

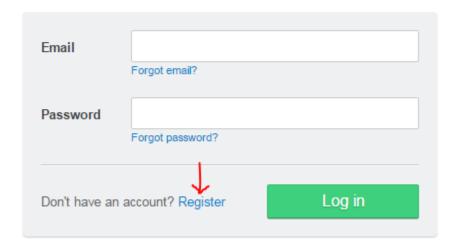Forgot email?

[**Send reset instructions**]

An email will be sent to your inbox with instructions on how to set your password. After you have followed the password reset instructions you can return to the login page to access the system. Please proceed to the **Family Setup** instructions below.

If your email address is not found please contact Northern Hills so they can link your email address to your account. Do NOT create a new account.

New Users

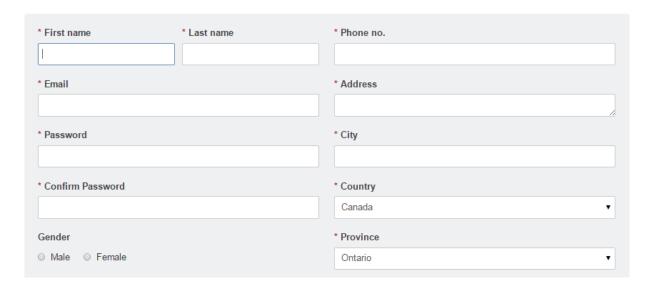Click the Register link to create an account:

Sign in

Email [   ]

Forgot email?

Password [   ]

Forgot password?

Don't have an account? Register   [**Log in**]

The primary account holder who must be 18 years of age or older will need to fill out this form:

New User

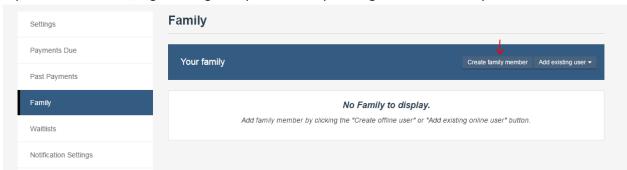|		
* First name	* Last name	* Phone no.
* Email		* Address
* Password		* City
* Confirm Password		* Country
		Canada ▼
Gender		* Province
○ Male ○ Female		Ontario ▼

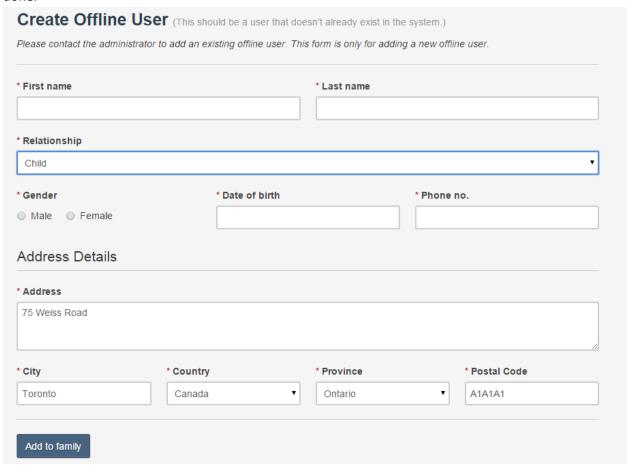Please proceed to **Family Setup** to enter your family member details.

Family Setup

Once you have logged in successfully, you will be prompted to setup your family. If you are a returning user, your family should already be setup for you. Follow the instructions below if you need to add additional family members.

If you are a new user, begin adding family members by clicking on the Add Family Member:

Settings	**Family**	
Payments Due		
Past Payments	Your family	Create family member Add existing user ▼
Family		
Waitlists	**No Family to display.**	
Notification Settings	Add family member by clicking the "Create offline user" or "Add existing online user" button.	

Enter the family member's details and indicate the relationship (ex. Child). Click Add to Family when done.

Create Offline User (This should be a user that doesn't already exist in the system.)

Please contact the administrator to add an existing offline user. This form is only for adding a new offline user.

* First name

* Last name

* Relationship

Child

* Gender

◯ Male   ◯ Female

* Date of birth

* Phone no.

Address Details

* Address

75 Weiss Road

* City

Toronto

* Country

Canada

* Province

Ontario

* Postal Code

A1A1A1

Add to family

Repeat as necessary for all family members.

You can also find the Family settings from your Dashboard or Profile menu link at the top of the screen.

Once you have set up your profile, you will see the option to purchase memberships, register for programs and more!

Thank-you for registering online!

Please contact admin@northernhills.ab.ca if you require any additional assistance.