

# Directions to add a family Member to account

- 1) Once your account is created go to “My Dashboard” and then on the left-hand side click “Manage Household”

ServiceReef Find an Opportunity **My Dashboard**

Liz Mendoza Dashboard [View Public Profile](#)

0 Past Opportunities 2 Upcoming Opportunities 0 Stories Shared 1 Country Reached 3 Profile Visitors

See the impact you're making on your [Service Profile Report](#)

**Your Upcoming Opportunities**

Click on an opportunity to see the details for that trip and your fundraising progress.

Name	Date	Location	Organization	Status	Balance Due
Overflow Student Hall 2016	6/22/2016 - 6/28/2016	Spring Branch,	Riverside Community Church	Approved	\$1,800.00
Overflow Mission, Tx 2016	7/5/2016 - 7/11/2016	Mission,	Riverside Community Church	Approved	\$350.00

**Serve with Your Friends**

Connect to Facebook  
Link your account to Facebook in [your profile](#) to see what your friends are doing on ServiceReef! Don't worry, we won't post anything to your wall without your permission.

Feedback

- Dashboard
- Upcoming Opportunities
- Past Opportunities
- Favorites
- Manage Household**
- Service Profile Report

UPDATE PROFILE +

- 2) Once under “Manage Household” click the “add” button to add a family member

ServiceReef Find an Opportunity Organizations **My Dashboard**

Liz Mendoza Manage Household [View Public Profile](#)

**Manage Household**

Name	Email	Is Manager?	Actions
Liz Mendoza	overflow@connect2riverside.com	✓	
Janet Mendoza	jmarimendoza@aol.com	✓	Actions

Event	Date	Balance Due	Status
Overflow Student Hall 2016	6/22/2016 - 6/28/2016	\$1,800.00	Approved
Overflow Mission, Tx 2016	7/5/2016 - 7/11/2016	\$350.00	Approved

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UPDATE PROFILE +

# Directions to add a family Member to account

3) Once you have added a new member, click the “actions” button at the bottom and click “Login As” to register that family member.

## Manage Household

**Manage Household** Add

Name	Email	Is Manager?	Actions
Liz Mendoza	overflow@connect2riverside.com	✓	
Janet Mendoza	jmariemendoza@aol.com	✓	Actions Edit Remove Login As

  

Event	Date	Balance Due	Status
Overflow Student Haiti 2016	6/22/2016 - 6/28/2016	\$1,800.00	Approved
Overflow Mission, Tx 2016	7/6/2016 - 7/11/2016	\$350.00	Approved

4) Once you are logged in under the new family member, click the “Find an opportunity” tab at the top of the page and search for “Riverside Community Church” then click “Overflow Mission, Tx)

**ServiceRiverside** Find an Opportunity Organizations My Dashboard

### Available Opportunities

Search for local and global service opportunities, start here by refining your search and viewing matches specific to your interest.

**Refine Search** Search Results Show Map

Keyword:

Sort by: **Best Match** | Popular | Distance | Upcoming | Newest

**Overflow Student Haiti 2016**  
Jun 22-28, 2016  
Spring Branch, Texas  
Riverside Community C...  
Register now! • 2 spots left

**Overflow Mission, Tx 2016**  
Jul 6-11, 2016  
Mission, Texas  
Riverside Community C...  
Register now! • 108 spots left

## Directions to add a family Member to account

5) Once on the “Overflow Mission, Tx” page then click the “apply now” and choose which family member you want to sign up.



The screenshot displays the ServiceReel website interface for the "Overflow Mission, Tx 2016" event. A modal window titled "Household Members Registration" is open, asking if the user wants to register other household members. The modal lists two members: Janet Mendoza (unregistered) and Liz Mendoza (registered). The "Apply" button in the modal is highlighted with a red arrow. In the background, the event details show 08 spots left, a fundraising goal of \$350.00, and 239 days left. A large red arrow points from the "Apply" button in the modal to the "Apply" button on the event page.

ServiceReel Find an Opportunity Organizations My Dashboard

### Overflow Mission, Tx 2016

Jul Church

Would you like to register other members of your household as well? If so, select those members from the list below:

- Janet Mendoza
- Liz Mendoza Registered

Apply Close

going  
08 spots left  
\$350.00  
239 days left  
Apply  
Fundraising Goal: