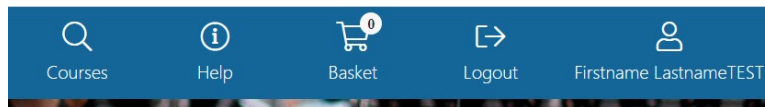


## WSPR-Intelli Help

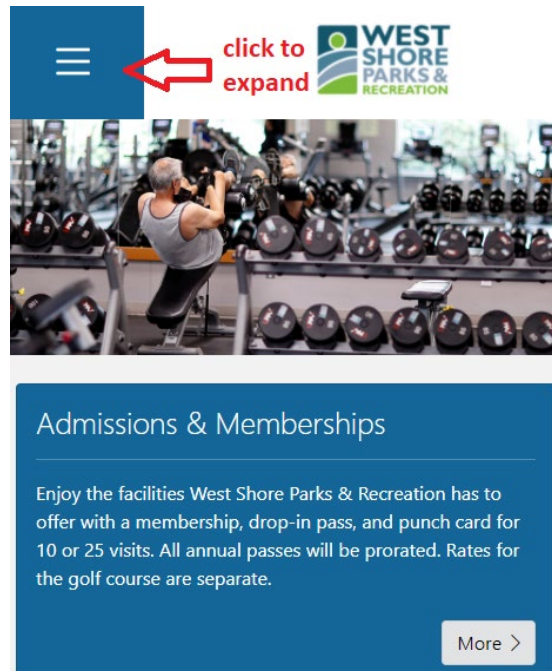
### *Adding Family Members*

\*Instructions shown are for clients using a mobile device. On a laptop/PC, the client menu is accessed from the top right banner. Remaining steps in the process are the same.

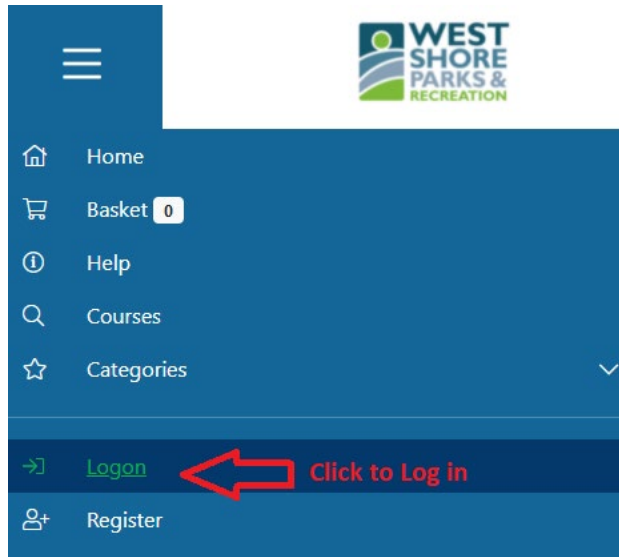


#### **INSTRUCTIONS:**

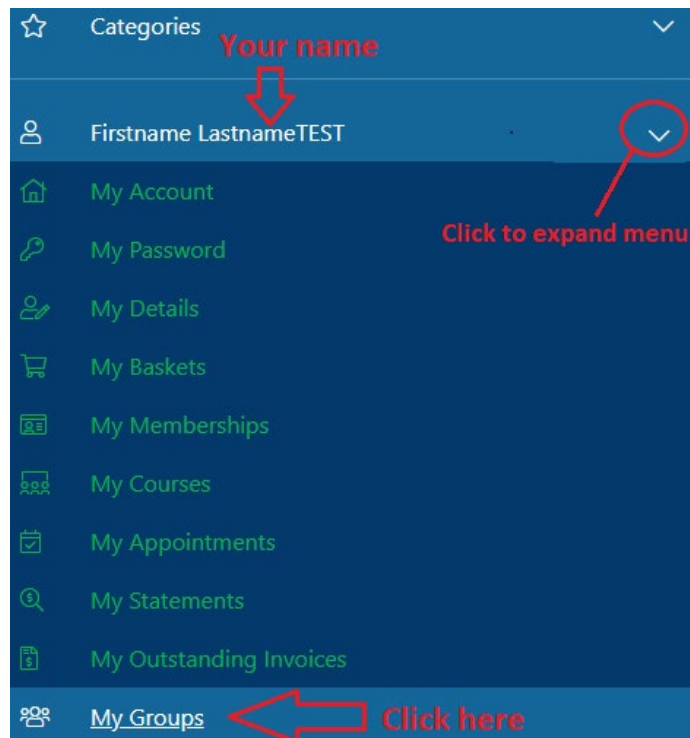
1. Go to the WSPR Intelligenz website: <http://wspr-intelliweb.wspr.local:8081/>  
(replace with live website)



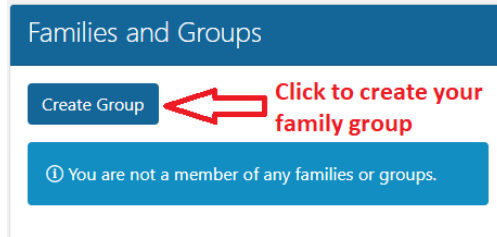
2. Click "Logon" to log into your account.



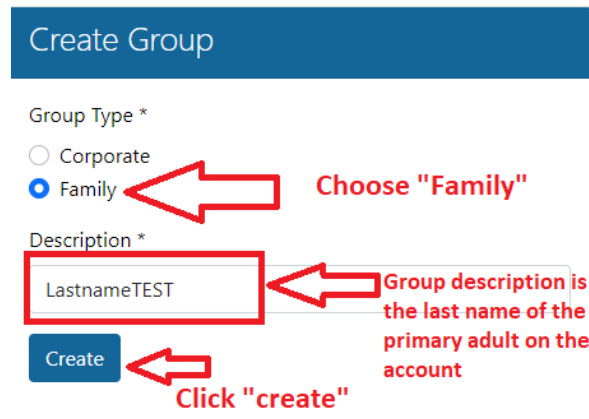
3. Beside your username, click the “v” symbol to expand the menu, then click on “My Groups”.



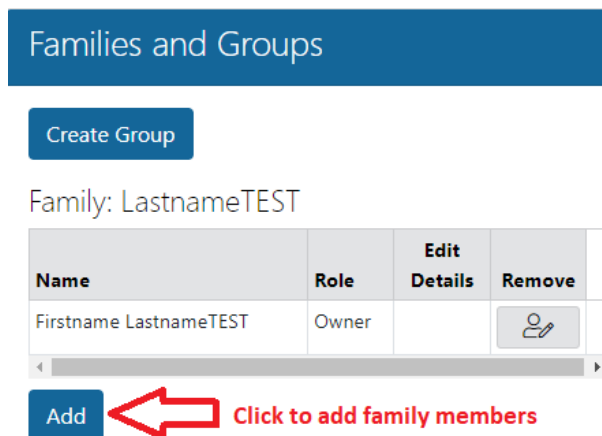
4. Click “Create Group” to create your family group.



5. Choose the "Family" group type. The group's description should be the last name of the primary adult on the account. All group members do not need to share a last name.



6. Next, add additional family members.



7. Complete mandatory fields for the next family member, as you did when creating your client account. Each group member must have a role, for example: adult, child, or parent.

### Add Family Member

Family

LastnameTEST

First Name \* **Mandatory field**

Child 1

Last Name \*

LastnameTEST

Gender

-- Select A Gender --

Role

Adult  
Child  
Parent

**Assign the appropriate role to each family member**

Date Of Birth

Date Of Birth (yyyy-mm-dd) \*

- You will now see the additional group member. Click on the “edit details” button to the right of the group member’s name to edit their information. To remove someone from the group, click the remove icon.

*NOTE: removing someone from the group does not delete their client account, it separates the client account from the group.*

### Families and Groups

Create Group **Click to edit name/birthdate**

Family: LastnameTEST

Name	Role	Edit Details	Remove
Firstname LastnameTEST	Owner		
Child 1 LastnameTEST	Child		

**Click to remove from family group**

- Repeat steps 6 and 7 as needed to add all family members to your group. Now, you can register and access information for all members of your family group.

### **FAMILY GROUP SCENARIO EXAMPLES:**

***My child(ren) live(s) part time with myself and another parent/caregiver. What should I do?***

- Create your family group and add your child(ren), then contact our reception team to ensure your child’s account is linked with both family groups.