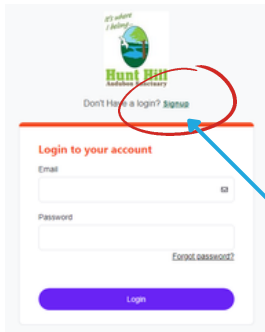




# HOW TO SET UP AN ACCOUNT FOR: WWW.HUNTHILL.ORG

READ ALL INSTRUCTIONS BEFORE BEGINNING



## 1) CLICK THIS LINK:

<https://friendsofhunthill.perfectmind.com>

## 2) CLICK SIGN UP

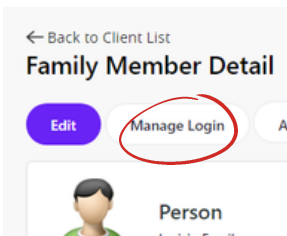
The signup link is located immediately below the Hunt Hill logo.  
*NOTE: You do not have to be a member to have an account.*

## 3) ENTER YOUR DETAILS

**Birthdate Note:** Many of our programs and membership levels, have age requirements, so you will be asked for your birthdate. Although accuracy is preferred, if you do not feel comfortable sharing your full birthdate, please input January 1 - and then your birth year

## 4) RECEIVE PASSWORD

You will receive a confirmation email with a temporary password. Copy that password.



## 5) RESET PASSWORD

On your Hunt Hill account page, just above the person icon, there is a 'Manage Login' button. Click it to enter the temporary password and then enter the password of your choice. Be sure to save your new password.

## 6) OPTIONAL: ADD FAMILY MEMBERS

### Who to Add:

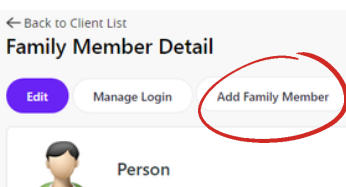
Only add:  
spouse/partner and  
any person(s) under  
your care

### The Primary:

The person who adds  
family members is the  
'Primary'.

### Accounts:

Every family will have only one  
login and password (the Primary's)  
to access all members. Each  
member has their own profile.



**How To Add:** On your Hunt Hill account page, above and slightly to the right of the person icon, there is an 'Add Family Member' button. Click it. A screen will pop up asking for details about the family member. Fill in complete and accurate information and hit 'Submit'. Complete this step for each family member.

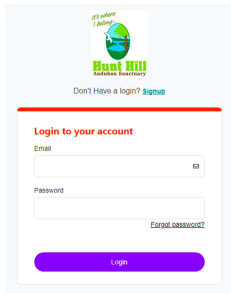
## 7) CONGRATULATIONS! YOUR ACCOUNT HAS BEEN CREATED!

Click [HERE](#) to learn how to purchase a membership.



# HOW TO SIGN UP FOR A PROGRAM OR EVENT

READ **ALL** INSTRUCTIONS BEFORE BEGINNING



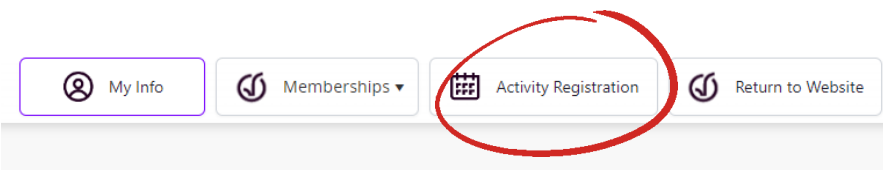
## 1) CLICK THIS LINK:

<https://friendsofhuntill.perfectmind.com>

## 2) LOGIN

Enter your email and password.

Haven't created a log in yet? Check out [these instructions](#).



## 3) ACTIVITY REGISTRATION

From your Client Page, click on the 'Activity Registration' button towards the top-middle of your page.

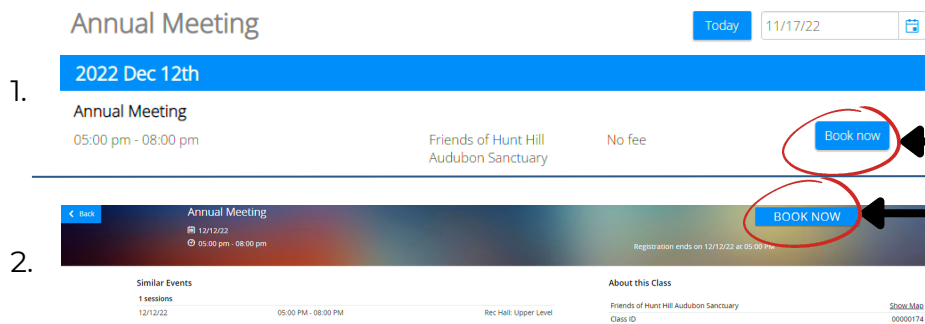
### Select an Activity

Adult  
[2 Day Training](#)  
[Adult Field Trips](#)  
[Annual Meeting](#)

All Ages  
[All Ages](#)  
[Citizen Science Programs](#)

## 4) PICK YOUR ACTIVITY

You will be brought to the Activity List. Find the program or event you want to attend and click on it.



## 5) BOOK NOW - TWICE

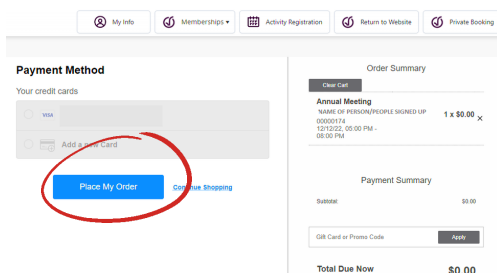
The details of the event will pop up. Click on the Book Now button.

A new screen with more details will pop up. Once again, click Book Now in the upper right corner.

## 6) ADD PEOPLE, ANSWER QUESTIONS

The next screen will ask you to click on the check boxes to the left of the person/people you want to sign up. **ONLY** people you've added to your family (*regardless if you have a membership*) will appear. Click the relevant boxes. Then click 'Next' in the lower right corner of the page. When applicable, answer or skip the question(s), then click 'Next' again.

**NOTE:** Click [HERE](#) to learn more about who you can register for programs.



## 7) CHECK OUT PAGE

Review the information on this page. Be sure that the people you want to register are listed in the left column and the cost matches what you expect. If all looks correct, hit the 'Place Order' button on the right side of the screen. The final screen will confirm your registration and give you the option to print a receipt.



# HOW TO REGISTER OTHERS FOR PROGRAMS

READ **ALL** INSTRUCTIONS BEFORE BEGINNING

## 1) CLICK THIS LINK & LOGIN: <https://friendsofhunthill.perfectmind.com>

Haven't created a log in yet? Check out [these instructions](#).

Note: You do NOT have to be a member to have an account.

## 2) REGISTERING PEOPLE FROM YOUR FAMILY ACCOUNT

If you've already added individuals to your family account, continue to [THESE](#) instructions.

### How To Add Family Members To Your Account:

On your Hunt Hill account page, above and to the right of the person icon, there is an 'Add Family Member' button. Click it. Fill in complete and accurate information on the pop up and hit 'Submit'. When you add someone to your family account, you become the Primary, and are the only one who can act on their account.

Who To Add: Only add spouse/partner and any person(s) under your care.

Note About Grandchildren: Unless you'll be registering them for all activities, do not add your adult children or grandchildren to your family account. Encourage your adult children to create their own account with their children as part of their family.

About Membership for Grandchildren: If you purchase a family membership and want your grandchildren recognized under your membership, contact Hunt Hill, after your grandchild has an account under their parent, and we can give them access to your member benefits.

## 3) REGISTERING PEOPLE OUTSIDE OF YOUR FAMILY ACCOUNT

Online: At this time you are not able to sign up individuals outside of your family account online.

By Phone: If the individual you want to register has their own account (not connected to your family account), you can register and pay for them by calling Hunt Hill at 715-635-6543. However, we strongly encourage the individual to access their own account and register themselves online.

Individual without an Account: If an individual is not able to set up their own account online (no computer, no internet, etc.), they should contact Hunt Hill at 715-635-6543 and a staff member will create an account for them. Once an account is created, they can register or be registered by others for programs by contacting Hunt Hill.

Note About Registering Grandchildren: Once a parent has created an account and added their children, parents can register the child for programs online, or the grandparent can call Hunt Hill 715-635-6543 to register them.

## 4) CONTINUE THE SIGN UP PROCESS:

Click [HERE](#) to get step by step instructions for registering for a program.