

# Updating Member Information (Authorized Adults, Medical Information, etc.)

Updated November 2020

Step 1: Log into your [www.DeerfieldRec.com](http://www.DeerfieldRec.com) account.

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Deerfield Township  
Est. 1803

## Deerfield Parks & Recreation

Reflect...Gather...Play...

Home Things to Do Places to Go Permits About Us Account

REGISTER NOW

Account Login  
Create Account

Programs Log In New Account Memorials Field Use Snyder Hse Archery

### Announcements

- CDC Guidance: Visiting Parks and Recreational Facilities
- COVID-19: Public Parks and Trails (includes list of facility/amenity openings and closures)

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Deerfield Township  
Est. 1803

## Deerfield Parks & Recreation

Reflect...Gather...Play...

Home Things to Do Places to Go Permits About Us Account

REGISTER NOW

Username Password

sgtest

Log In

I forgot my username or password.

Don't have an account? Can't log in?

New Account Reset Password

If you have previously made an account and cannot log in, please reset your password or contact us instead of creating a new account.

**Step 2:** You will now be at the **Account Overview** screen.

The screenshot shows the Deerfield Parks & Recreation website's Account Overview page. At the top is the Deerfield Township logo (Est. 1803) and the site title "Deerfield Parks & Recreation" with the tagline "Reflect...Gather...Play...". A navigation bar includes links for Home, Things to Do, Places to Go, Permits, About Us, Account, and Cart. Below the navigation bar is a banner for "REGISTER ADULT 1 NOW (CHANGE)". The main content area is titled "SGTest Household" and features a row of icons for Overview, Calendar, Register, Rosters, Maintenance, Reserve, Notifications, and Log Out. A green banner below the icons states: "Your account information may be out of date. [Review Your Account](#)". The "Account Overview" section contains a table with five columns: Account, Account Members, Balances, Registrations, and Other Purchases. The "Balances" column shows "No Balances Owed". The "Registrations" column shows "No Current Registrations" with buttons for "Activities" and "Memberships". The "Other Purchases" column shows "Redeem Gift Certificate" with buttons for "Reservations" and "Point of Sale". The "Account" column lists account details: "Finance", "Logged In: Adult 1", "Grade Roll Up: 06/01/2021", "Last Update: 11/23/2020", and "Yearly Review: 01/02/2019". The "Account Members" column lists "Adult 1 SGTest" and four children (Child 1, 2, 3, and 4 (Teen) SGTest), each with a plus icon and a button for "Account Members".

(If you aren't brought directly to the Account Overview Screen above, please use the top menu and click "Account" then "My Account.")

This screenshot shows the top portion of the Deerfield Parks & Recreation website. It includes the logo, site title, and navigation bar. The "Account" menu is open, showing "My Account" and "Log Out" options. An orange arrow points to the "My Account" option. Below the navigation bar is a banner for "REGISTER ADULT 1 NOW (CHANGE)". The main content area is titled "SGTest Household" and features a row of icons for Overview, Calendar, Register, Rosters, Maintenance, Reserve, Notifications, and Log Out.

**Step 3:** Under the **Members** column, click on the name of the person that you want to update.

**Information must be updated by the Wednesday prior to the start of class/summer camp.**  
(If you make a change after Wednesday, please notify us at [parksinfo@deerfieldtwp.com](mailto:parksinfo@deerfieldtwp.com).)

The screenshot shows the Deerfield Parks & Recreation website. At the top is the logo for Deerfield Township, Est. 1803, and the text 'Deerfield Parks & Recreation Reflect...Gather...Play...'. Below this is a navigation bar with links: Home, Things to Do, Places to Go, Permits, About Us, Account, and Cart. A banner below the navigation bar says 'REGISTER ADULT 1 NOW (CHANGE)'. The main content area is titled 'SGTest Household' and features several icons for navigation: Overview, Calendar, Register, Rosters, Maintenance, Reserve, Notifications, and Log Out. Below these icons is a secondary navigation bar with links: Account, Finance, Members, Balances, Registrations, Memberships, Reservations, Products, and Cart. A green banner with white text reads 'Your account information may be out of date. Review Your Account'. Below this banner is an 'Account Overview' section with five columns: Account, Account Members, Balances, Registrations, and Other Purchases. The 'Account' column shows 'Finance', 'Logged In: Adult 1', 'Grade Roll Up: 06/01/2021', 'Last Update: 11/23/2020', and 'Yearly Review: 01/02/2019'. The 'Account Members' column lists 'Adult 1 SGTest', 'Test5 Sgstest', 'Child 1 SGTest', 'Child 2 SGTest', 'Child 3 SGTest', and 'Child 4 (Teen) Sgstest'. The 'Balances' column shows 'No Balances Owed'. The 'Registrations' column shows 'No Current Registrations' with buttons for 'Activities', 'Memberships', and 'Reservations'. The 'Other Purchases' column shows 'Redeem Gift Certificate' with buttons for 'Reservations' and 'Point of Sale'. An orange arrow points from the 'Review Your Account' banner to the 'Account Members' column. Another orange arrow points from the 'Child 2 SGTest' entry to the 'Account Members' column.

Deerfield Township  
Est. 1803

Deerfield Parks & Recreation  
Reflect...Gather...Play...

Home Things to Do Places to Go Permits About Us Account Cart

REGISTER ADULT 1 NOW (CHANGE)

SGTest Household

Overview Calendar Register Rosters Maintenance Reserve Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Your account information may be out of date. [Review Your Account](#)

Account Overview

Account	Account Members	Balances	Registrations	Other Purchases
Finance	Add Member   Add Payer	No Balances Owed	No Current Registrations	Redeem Gift Certificate
Logged In: Adult 1	Adult 1 SGTest		Activities	Reservations
Grade Roll Up: 06/01/2021	Test5 Sgstest		Memberships	Point of Sale
Last Update: 11/23/2020	Child 1 SGTest			
Yearly Review: 01/02/2019	Child 2 SGTest			
	Child 3 SGTest			
	Child 4 (Teen) Sgstest			
Account	Account Members			

**Step 4:** You will now be at the **View Member** screen. Click **“Edit Member.”**

(Please note that this opens just the top section of information for editing. To edit questions, please click on the edit button beneath one of the questions.)

Est. 1803 *Reflect...Gather...Play...*

Home Things to Do Places to Go Permits About Us Account Cart

• REGISTER CHILD 2 NOW (CHANGE) •

### SGTest Household

Overview Calendar Register Rosters Maintenance Reserve Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

View Account Member

Please review the following information for Child 2 SGTest.

If the information is current, scroll down and click "Complete Review".

[Edit Account Member](#) [Register Now](#) [Account Member List](#)

Name	Birthdate	Grade	Gender
Child 2 SGTest	01/07/2010	5	Female
Medical Information		Phone Numbers	
Emergency Contact	Emergency Phone	2nd Emergency Contact	2nd Emergency Phone
Adult 1	SGTest		
Resident	Primary Payer	Adult Member	
N	N	N	

Questions

Additional information about this member that will be helpful for our program/summer camp staff

Resident	Primary Payer	Adult Member
N	N	N

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#### Questions

**Additional Information about this member that will be helpful for our program/summer camp staff.**

(Edit)

**Please list the first and last name of adults authorized to pick up this member from programs/activities/summer camps. (Primary Parent/Guardian and Emergency Contact will automatically be pulled into rosters as Authorized Adults.)**

question test for authorized adults, (Edit)

**Please list the name and telephone number of this member's primary physician.**

tbd (Edit)

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Email Notifications (✉ Add Email)

Mobile Notifications (☎ Add Number)

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#### Custom Forms

[Add Custom Forms](#)

[Complete Review](#)

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**Quick Access:** [🏠 Overview](#) [👤 Account](#) [💰 Finance](#) [👥 Members](#) [💵 Balances](#) [🔄 Registrations](#) [📄 Memberships](#) [📅 Reservations](#) [🛒 Products](#) [🛒 Cart](#)

**Step 5:**

You will now be at the **Edit Member Info** screen.

Update the necessary information, then **click “submit” to save your information.**

SGTest Household

Overview Calendar Register Rosters Maintenance Reserve Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Edit Account Member Info

\*First Name: Child 2

\*Last Name: SGTest

\*Birth Date (mm/dd/yyyy): 01/07/2010

\*Grade: 5

\*Gender: Female

Additional Information

Emergency Contact: Adult 1

Emergency Phone: SGTest

2nd Emergency Contact:

2nd Emergency Phone:

Medical Information: \*

Include conditions\*\* coaches/instructors should be aware of and provide physician's name & phone number if applicable.

Enter Medical Information

No Medical Information

\*\* Conditions may include allergies, disabilities, hearing loss, or other emotional, mental, physical, and learning issues.  
Be sure to provide any information a coach or instructor would need to know in case of injury or incident.

Account Member Type: \*Primary Parent or Guardian: Adult 1 SGTTest

Billing Contact:

This Account Member is an Adult  
Please contact the office to change.

Grades automatically advance to the next grade on June 1. Enter grade accordingly.

Submit Cancel

To make the medical information text box appear, please select the “Enter Medical Information” button.

Allergies, Medications, Special Needs, etc.

**Step 7:** To update information in the Questions section you will start from the **View Member** screen. (To get here, click on the name of a member from the member list.)

Click on “**edit**” underneath any of the questions.

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REGISTER CHILD 2 NOW (CHANGE)

### SGTest Household

Overview Calendar Register Rosters Maintenance Reserve Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

View Account Member

[Edit Account Member](#) [Register Now](#) [Account Member List](#)

Name	Birthdate	Grade	Gender
Child 2 SGTest	01/07/2010	5	Female

Medical Information	Phone Numbers		
Emergency Contact	Emergency Phone	2nd Emergency Contact	2nd Emergency Phone
Adult 1	SGTest		

Resident	Primary Payer	Adult Member
N	N	N

#### Questions

Additional Information about this member that will be helpful for our program/summer camp staff.  
(Edit)

Please list the first and last name of adults authorized to pick up this member from programs/activities/summer camps. (Primary Parent/Guardian and Emergency Contact will automatically be pulled into rosters as Authorized Adults.)  
question text for authorized adults. (Edit)

Please list the name and telephone number of this member's primary physician.  
tbd (Edit)

Email Notifications (Add Email)

**Step 8:** You will now be at the **Edit Question Answers** screen.

Update the information as needed, then **click on the “submit” button to save your information.**

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Additional Helpful Information

Authorized Adults for Pick-Up

Primary Doctor



**Step 9:** You should be brought back to your member overview page.

To submit a **Summer Camp Medication Form**, please drop off the form in-person at the Deerfield Township Administration Office or email your form to the Camp Director at [miannelli@deerfieldtwp.com](mailto:miannelli@deerfieldtwp.com).

The screenshot shows the Deerfield Parks & Recreation website. The header includes the Deerfield Township logo (Est. 1803) and the tagline "Reflect...Gather...Play...". A green navigation bar contains links for Home, Things to Do, Places to Go, Permits, About Us, Account, and Cart. Below the navigation bar is a banner for "REGISTER CHILD 2 NOW (CHANGE)".

The main content area is titled "SGTest Household" and features a row of icons for Overview, Calendar, Register, Rosters, Maintenance, Reserve, Notifications, and Log Out. Below these icons is a secondary row of icons for Account, Finance, Members, Balances, Registrations, Memberships, Reservations, Products, and Cart.

Underneath the icons, there is a section for "View Account Member" with links for "Edit Account Member", "Register Now", and "Account Member List".

Name	Birthdate	Grade	Gender
Child 2 SGTest	01/07/2010	5	Female

Medical Information	Phone Numbers

Emergency Contact	Emergency Phone	2nd Emergency Contact	2nd Emergency Phone
Adult 1	SGTest		

Resident	Primary Payer	Adult Member
N	N	N

Questions

Additional Information about this member that will be helpful for our program/summer camp staff.  
(Edit)

Please list the first and last name of adults authorized to pick up this member from programs/activities/summer camps. (Primary Parent/Guardian and Emergency Contact will automatically be pulled into rosters as Authorized Adults.)  
question test for authorized adults, (Edit)

Please list the name and telephone number of this member's primary physician.  
fbd (Edit)

Email Notifications (Add Email)

**Step 10:** To update additional household members, please click on “**Members**” and repeat steps #3 - #8.

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Name	Birthdate	Grade	Gender
Child 2 SGTest	01/07/2010	5	Female

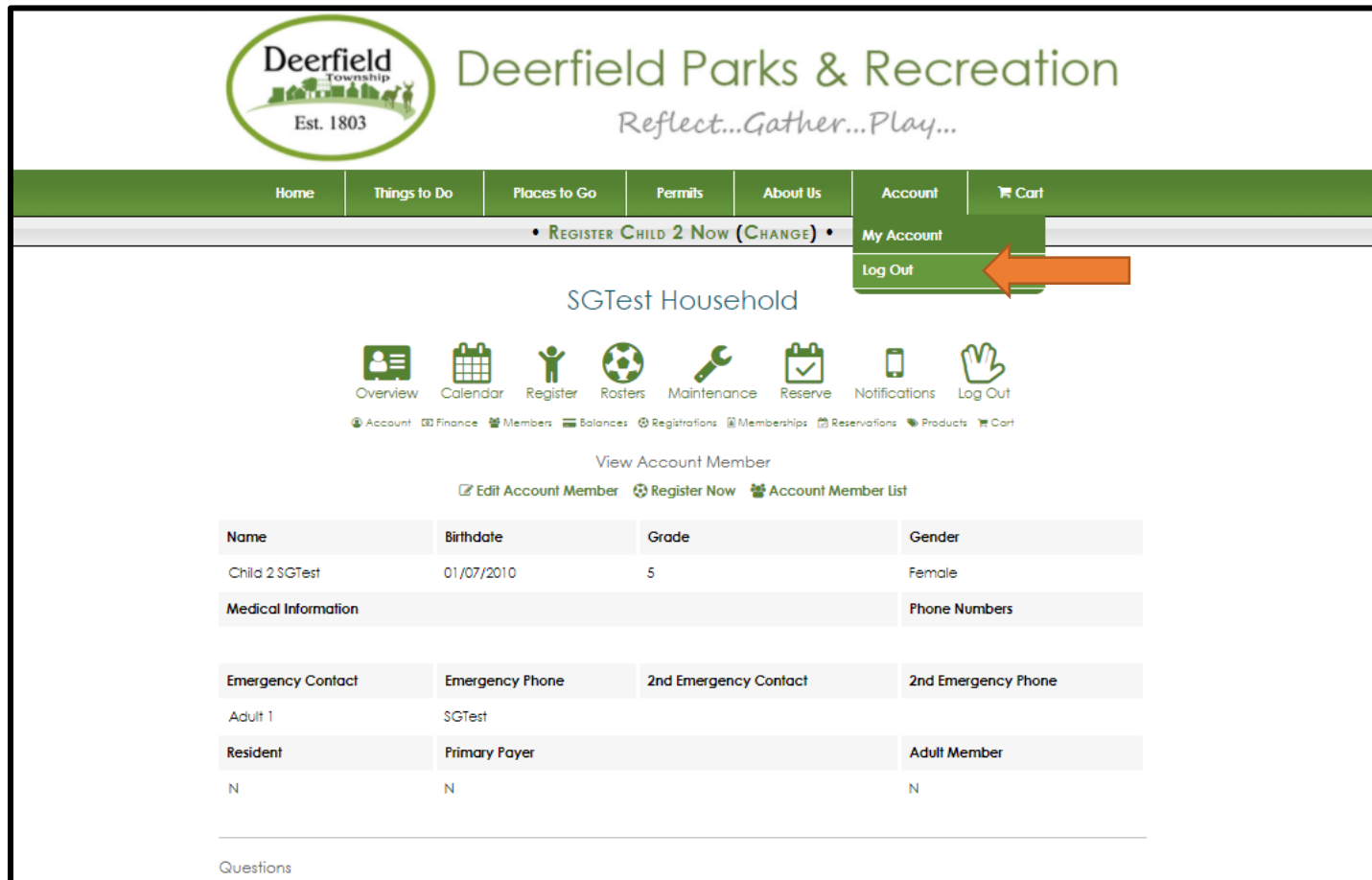
  

Medical Information		Phone Numbers	
Emergency Contact	Emergency Phone	2nd Emergency Contact	2nd Emergency Phone
Adult 1	SGTest		

Resident	Primary Payer	Adult Member
N	N	N

**Step 11:** Once your changes are saved, you can log out by clicking “**Account**” then “**Log Out**”.



The screenshot shows the Deerfield Parks & Recreation website. The header includes the logo and the text "Deerfield Parks & Recreation Reflect...Gather...Play...". The navigation menu has "Account" selected, which has opened a dropdown menu with "My Account" and "Log Out" options. An orange arrow points to the "Log Out" button. Below the menu, the user is logged in as "SGTest Household". There are several icons for navigation: Overview, Calendar, Register, Rosters, Maintenance, Reserve, Notifications, and Log Out. A table below shows account member information for "Child 2 SGTest".

Name	Birthdate	Grade	Gender
Child 2 SGTest	01/07/2010	5	Female

Emergency Contact	Emergency Phone	2nd Emergency Contact	2nd Emergency Phone
Adult 1	SGTest		

Resident	Primary Payer	Adult Member
N	N	N

For additional questions or help walking through the process, please contact us at [parksinfo@deerfieldtwp.com](mailto:parksinfo@deerfieldtwp.com) or 513.701.6958.