## HOW TO CREATE DEPENDENTS ON MYCRC

1. Once you are logged into the MyCRC homepage, click your name in the top right corner (photo below) and click 'Profile'.







MEMBERSHIPS



GUEST PASSES











FACILITIES

NIRSA REGION II

USAS NATIONALS

 Once you have clicked 'Profile', you will notice at the bottom of that page the below section labeled 'Dependents'. If you were in camp last year, you will see your children already listed there. For the sake of instructions, Wiley is the family dog. In order to add another child not listed, please click 'Add a Dependent'.

| Dependents | First Name      | Last Name | Date of Birth | Gender |
|------------|-----------------|-----------|---------------|--------|
|            |                 | Rockwell  |               | Male   |
|            | Wiley           | Rockwell  | 02/03/2008    | Male   |
|            | Add a Dependent |           |               |        |

3. Once you click 'Add a Dependent', the following window will pop up for you to complete with your child's first name, last name, DOB, and gender then click 'Save'.

Cancel

Save

| Dependent     |            | × |
|---------------|------------|---|
| First Name    |            |   |
| Last Name     |            |   |
| Date of Birth | mm/dd/yyyy |   |
| Gender        | OMale      |   |
|               |            |   |