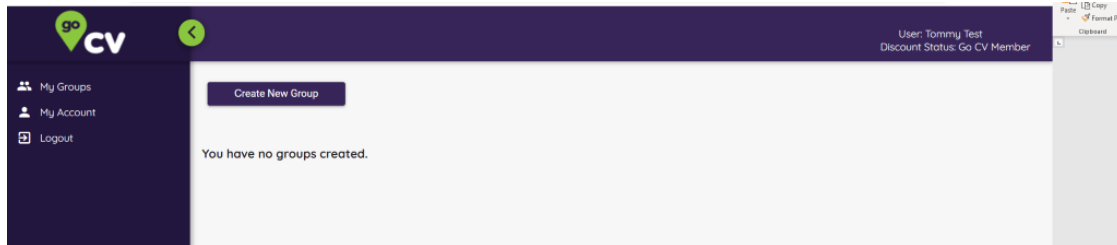
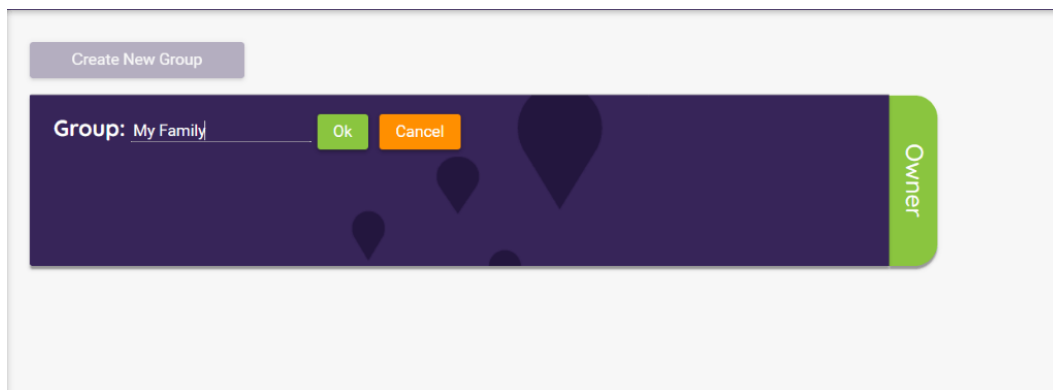


Creating a group

1. [Log in](#) to your account.
2. Select 'Create New Group' option by clicking the box.

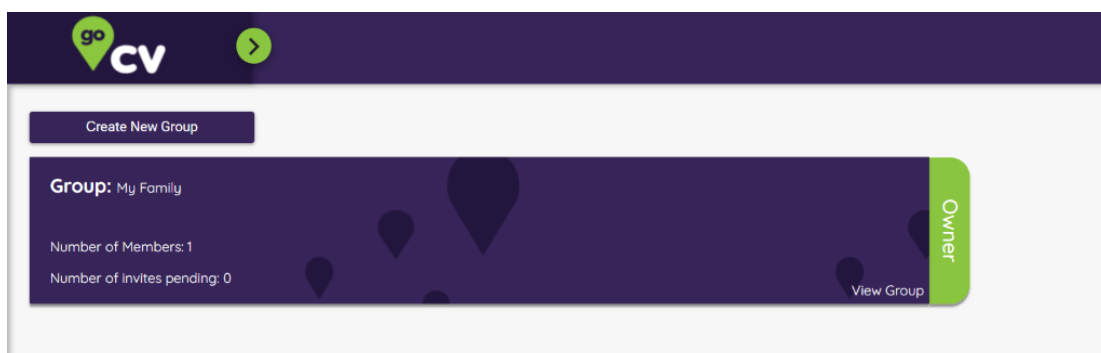


3. The group will need a name. Click on dotted line and enter a name eg. 'My family' then click 'OK'.

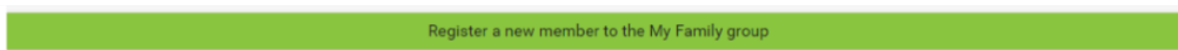


4. Click 'View Group' at the bottom right of the window and start adding your group members one at a time.

Each person will need their own Go CV card number, but you can add these later.



5. Click on the green bar in the middle of the screen to add each person.



6. You can also invite someone to join your group. Type in their email address in the second blue box and then click 'Invite'.

Group: My Family Edit Group Back

Number of Members: 1
Number of invites pending: 0

Invite another member to the My Family group:

Member Email: Invite

[Register a new member to the My Family group](#)

Current members in the My Family group are:

Name	Nickname	Email	Membership No.	Child	Status
Step Test		Man		No	Owner

7. Everyone aged 13 or over will need their own email address. You cannot use the same email address for different people. They also need to verify their email in a link sent to them and then give permission to join the group.

8. To add a child under 13 years, click on the green bar to register a new member. Add in their date of birth and then select the relationship of that person to you in the first drop down box.

In the second drop down where it says 'Please provide consent to email children under 13' select 'No'. You can enter a different address for the child to your own if necessary, but it must still be within Coventry.

Date Of Birth* 12/07/2010

Your relationship to member* Select
Relationship to member required

Please provide consent to email children under 13* Select
A response is required for this field
If consent is not given, the child can still use their card and get discounts, but will not have the ability to manage their own account

Do they live at the same address?

Search by Post Code Find

Building Name or Number* 26-28

Address 1* New Union Street

Address 2

City* COVENTRY

Post Code* CV1 2HN

Please tick this box to get the latest Go CV news, offers and discounts Yes No

9. To add further group members, press 'Save and New'.

10. Once you have finished adding all your group members, click 'Save'.

11. If you need to add card numbers at a later date for anyone in your group or change your address, you can do this for any members aged 12 and under. Anyone aged 13 or over can be part of your group but will need to log into their own account and add any details.