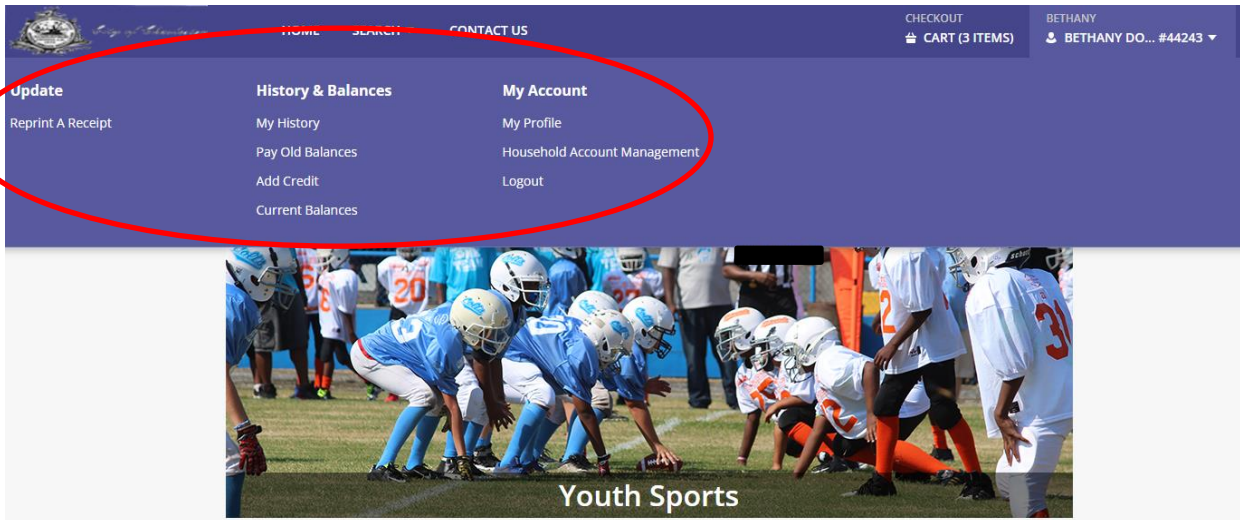# Editing Account Information

Once you log in with your provided username and password, you can choose to edit your username or password, edit account, pay old balances, add credit, review your registration history, or reprint a receipt in the My Account tab.

Click here to edit your account information. A drop down menu will appear. Choose what you wish.

Drop down menu options:

UPDATE

- **Reprint Receipt**: your receipt numbers as well as the date it was purchased will appear in a table. Click the "Reprint Receipt" button on the left side of the receipt you wish to print. All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

HISTORY & BALANCES

- **My History:** shows any permits, facility rentals, program enrollments, etc. you've had in the past. You can scroll through them by clicking the Drop Down Menu under Module. You can also select a time frame to see enrollments and rentals within a certain time period.
- **Pay Old Balances:** shows any old balances that you need to pay
- **Add Credit:** type in amount of money to add as credit on your account to be applied when you register in the future (for activity enrollments for youth sports, pass visits for fitness classes, etc.)
- **Current Balances:** shows if you have credit on your account, shows if you have a balance due, and show if you have a scholarship balance. The other options (rewards and gift cards) are irrelevant.

MY ACCOUNT

- **My Profile**: you are able to update your username and password. You can also subscribe to future emails and marketing communications.
- **Household Account Management:** this is a new feature on our website. As the primary account holder, you can invite other household members to obtain access to the account. You can also revoke their access. You can also click Household and Member Update button to change a last name, update an address, update current household members, add contact information, or add another emergency contact. **You will not be able to add another Family Member once the account is created. To add another member or edit a grayed out box (birthdays), please call 843-724-7327 or click the Contact Us button up top to send us an email. Once member is added and they have a registration through your account, you are unable to remove or delete their records.**
- **Logout:** self-explanatory 😊