

## Club Penguin

### CREATE A CHILD ACCOUNT

1. Go to [www.clubpenguin.com](http://www.clubpenguin.com), then click **PLAY NOW** and **START**.
2. Click "Create a free account now". Read & agree to Club Penguin rules, then click Continue.
3. Enter your child's **Penguin Name**, then click Continue.
4. Enter your child's **password** and a parent's e-mail address. Club Penguin will send a message to this e-mail address to approve the request for an account. (NOTE: This can be any e-mail address; there's no way to ensure that it belongs to a parent.)
5. The parent must click the activation link contained in the e-mail and enter the child's Penguin Name and the Activation Code in order to activate the account.
6. Now select **Ultimate Safe Chat** (for younger children) or **Standard Safe Chat**. Read the descriptions carefully so you can make the best choice for your child.
7. Read and agree to Terms of Use.
8. Children can now play! Keep a note of your child's Penguin Name and password.

*The above instructions are all you need to create an account for your child to **play** Club Penguin. However, if you want to **manage** and **set limits** on your child's Club Penguin activities, you must create a Parent Account first, as described below:*

### CREATE A PARENT ACCOUNT

1. On [www.clubpenguin.com](http://www.clubpenguin.com), click **Parents**, then click **Manage Accounts** (or click "Parents of Penguins" after you create your child's account, as above).
2. Enter the parent e-mail address you used to create your child's account, and a parent account password (click the link to **create a parent account password** if you haven't done this yet).
3. Now you can Manage Penguin accounts – giving you lots of information and some control over your child's Club Penguin activities.

### MANAGE YOUR CHILD'S CLUB PENGUIN ACCOUNT

1. On [www.clubpenguin.com](http://www.clubpenguin.com), click **Parents**, then click **Manage Accounts**.
2. Enter your Parent account e-mail address and password.
3. Click on the Penguin Name you want to manage.
4. Use **Parent Tools** to select Chat Mode (Ultimate or Standard) and set a timer for your child's Club Penguin activity.
5. Use **Penguin Account History** to see when your child was on Club Penguin, and for how long, whether your child has been banned, and your payment history.
6. Use **Penguin Password** to change your child's password. This is useful if, for some reason, your child's password has been shared and is no longer private.