

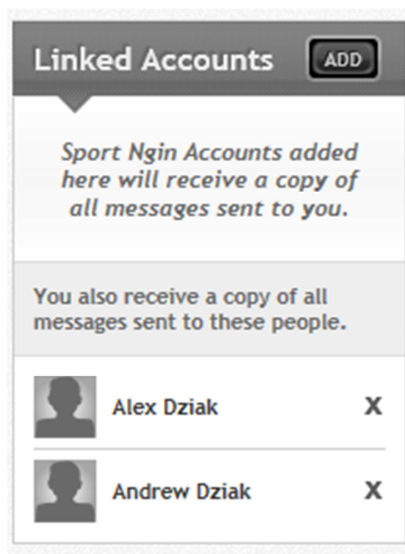
## Instructions to link / add additional email accounts to your SPYBA user profile

**Last Modified: April 9<sup>th</sup>, 2015**

- 1) Navigate to [www.spyba.org](http://www.spyba.org) and login with the main account you wish to link additional emails too



- 2) Click the down arrow next to your name and from the pull down menu select 'Profile'
- 3) On the Profile Page which appears, scroll down to locate 'Linked Accounts'
- 4) Click the 'Add' button within the Linked Accounts box



- 5) On the pop-up which appears you will have two options.
  - Link to an existing SportNgin account. If you wish to do this both accounts must be registered as a SportNgin account. The benefit to doing this is that either can login and claim DIBS items, etc
  - 'Add a secondary email address'. This will link an email address not associated with the SPYBA site. This will send a copy of all emails generated by the SPYBA website to this account as well.

- 6) In this example we will select 'Add a secondary email address' by clicking the blue hyperlink. The following will appear.
- 7) Type the email account you wish to receive identical correspondence with in the 'Email Address' field.
- 8) Click the 'Add Email Address' button

- 9) The email account entered will receive an email with a link to confirm this transaction.
- 10) Click the link to proceed to the SPYBA site to confirm the account link process.

Action Required: Confirm Secondary Email Address

Stevens Point Youth Baseball Association (SPYBA) requires that users confirm their email addresses before they can use email features. This helps to prevent problems with bad addresses, such as bounced replies or spam.

Please confirm your email address ([edziak@wiaawi.org](mailto:edziak@wiaawi.org)) by clicking on the link below or pasting the URL into your browser:

[https://login.sportngin.com/account/confirm\\_email\\_address/acf44ca011dcb44f9626df9e420830061f8984547ac4554891f5bef35930813?auth\\_token=KLuNrwzSWWcNQBzrvpLo](https://login.sportngin.com/account/confirm_email_address/acf44ca011dcb44f9626df9e420830061f8984547ac4554891f5bef35930813?auth_token=KLuNrwzSWWcNQBzrvpLo)

Thank You,

Stevens Point Youth Baseball Association (SPYBA) <http://www.spyba.org>

Powered by Sport Ngin  
<http://www.sportngin.com>

- 11) The SPYBA site will open and should display a success message similar to the following.  
Congratulations your additional email address is now linked and will receive all the correspondence as the primary email account.

Account Information		CHANGE NAME	CHANGE PASSWORD	ADD EMAIL ADDRESS	CHANGE MOBILE PHONE
First Name	Eric				
Last Name	Dziak				
Primary Email	edziak76@yahoo.com	Account information, financial/order receipts, and profile messages are sent to your Primary Email.			
Secondary Email	edziak@wiaawi.org <a href="#">Make Primary</a>   <a href="#">Remove</a>	Only profile messages are sent to your Secondary Email.			
Mobile Phone	7153102390 <a href="#">Remove</a>	"Send Validation Code" will instantly send you an SMS message to validate your mobile phone number. You will be prompted for the code that is sent to your phone.			<a href="#">SEND VALIDATION CODE</a>