

# Adding an email address to your SportsEngine account

Do you have a spouse, significant other, or ex-spouse that is not receiving email correspondences from PCYH? You can add an email to your household profile or link two SportsEngine(Ngin) account so that all parties receive message from PCYH.

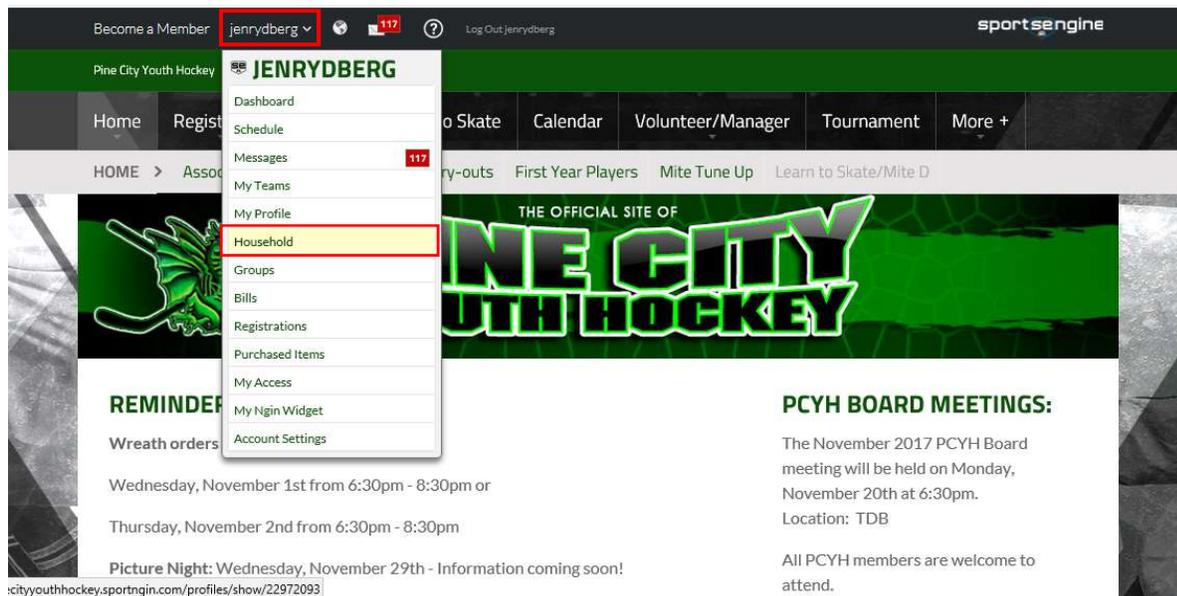
Effective communication is important for a successful year for your player(s) and family.

Below are instructions on how to add an email to your Ngin profile or how to link two separate Ngin Accounts so both accounts receive correspondences from PCYH.

---

## To add an email

The parent that registered your player(s) this season should log into their Ngin account, go to drop-down menu and select 'Household'



On the 'Household' screen, scroll down to 'Contact Information' section and click 'Add Email Address' – enter the email address and click 'Add'.

Multiple email addresses can be added. This will ensure that all of the email addresses added under the household should receive email correspondence sent from Pine City Youth Hockey.

You will see on the left column each player is listed – if you have different email addresses you would like to add for each separate player – click on the specific player and add email(s) for that player.

The screenshot displays a user profile interface. On the left is a navigation menu with categories: Household (listing Addison, Arissa, Daniel, Jennifer, Lexie, and Test Rydberg), Groups, Bills, Registrations, Purchased Items, My Access, My Ngin Widget, and Account Settings. The main content area is divided into several sections: Profile Information (with a 'CHANGE PICTURE' button), Site Memberships (listing Cambridge-Isanti Hockey Association and Pine City Youth Hockey), Groups (listing 2017-2018 12U Roster), and Linked Accounts (with an 'ADD' button). The 'Contact Information' section is highlighted and contains a table with the following data:

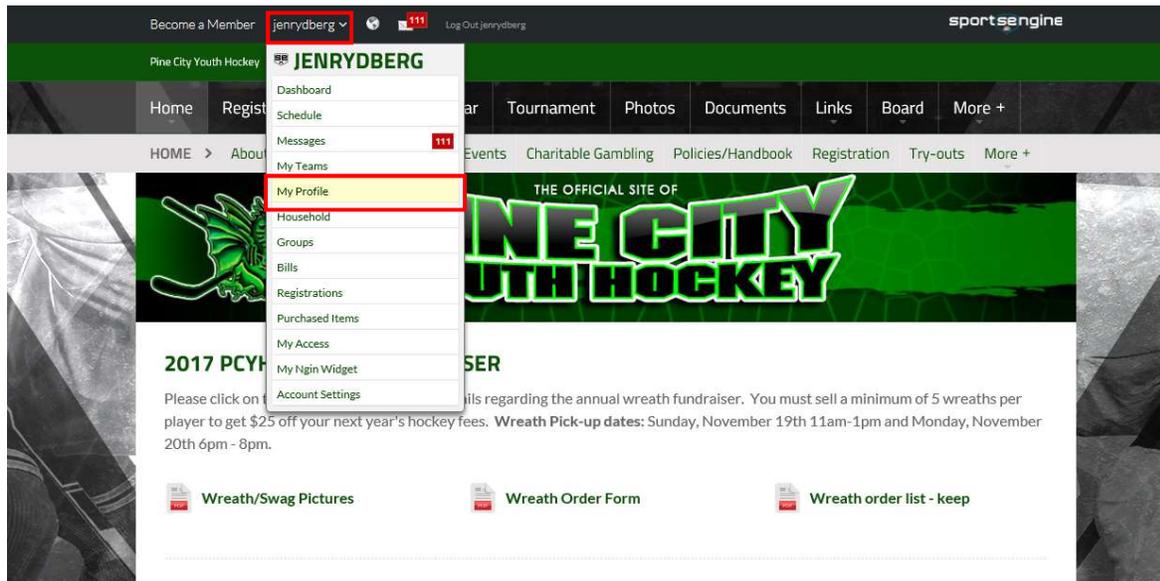
TYPE	VALUE
Email	jennschultzee@hotmail.com
Email	<input type="text"/>

Below the table are buttons for 'ADD EMAIL ADDRESS' and 'ADD PHONE NUMBER'. To the right of the table are buttons for 'REMOVE', 'ADD', and 'CANCEL'.

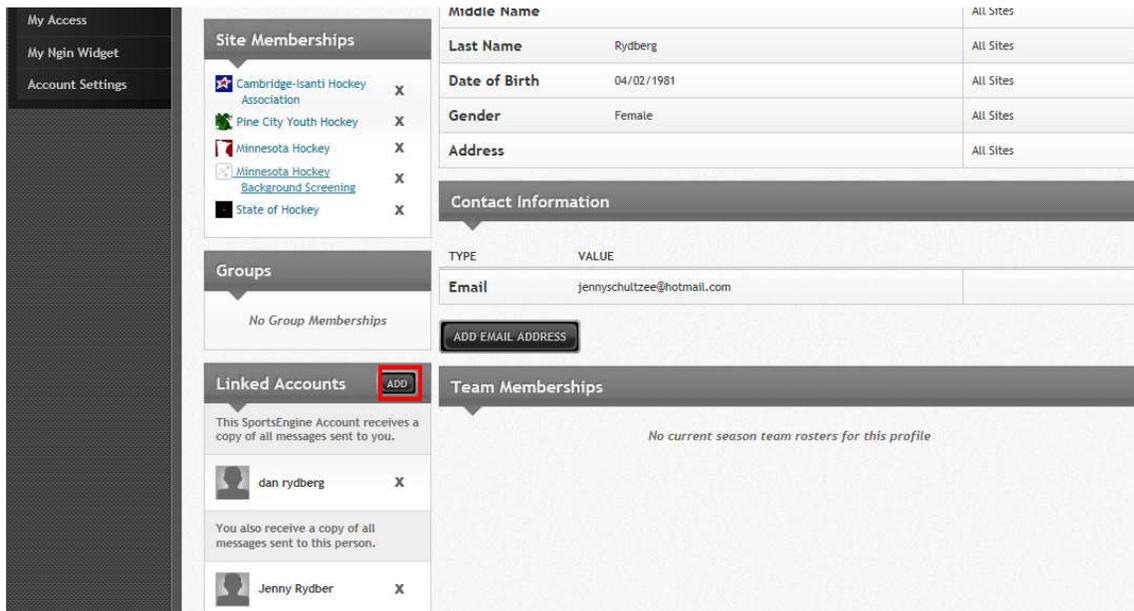
## LINKING SEPARATE NGIN ACCOUNTS:

If each parent has a separate Ngin accounts, you can also link the two Ngin accounts.

The parent that registered your player(s) this season needs to log into their Ngin account, go to the drop-down menu and select 'My Profile'



Scroll down to the Linked Accounts section on the left column and click 'Add'



You'll receive a pop-up to enter the email address. Enter email and click 'Send Invitation'



CC: SOMEONE CLOSE

 **Link another SportsEngine account to Jennifer's messages**  
Enter the email address for the person you would like to receive copies of Jennifer Rydberg's messages. If they do not have a SportsEngine account, they will be invited to create one.

**NOTE:** A SportsEngine account is required.

To Cc: an email address without a SportsEngine account, [add a secondary email address](#) to your account.

Email Address:

**Send Invitation**

That person invited will receive an email and need to log into their SportsEngine account and accept the invitation. Upon completion of these steps all PCYH messages will go to both SportsEngine accounts/emails. Be sure to check your junk/spam folder for messages.

If you have any questions please contact Jenny at 320-420-8136 or email [jennyschultzee@hotmail.com](mailto:jennyschultzee@hotmail.com).

Thank you.