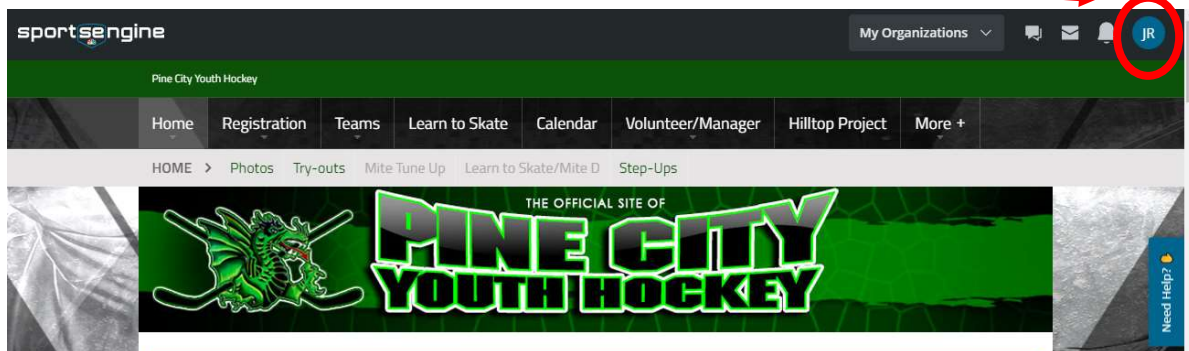
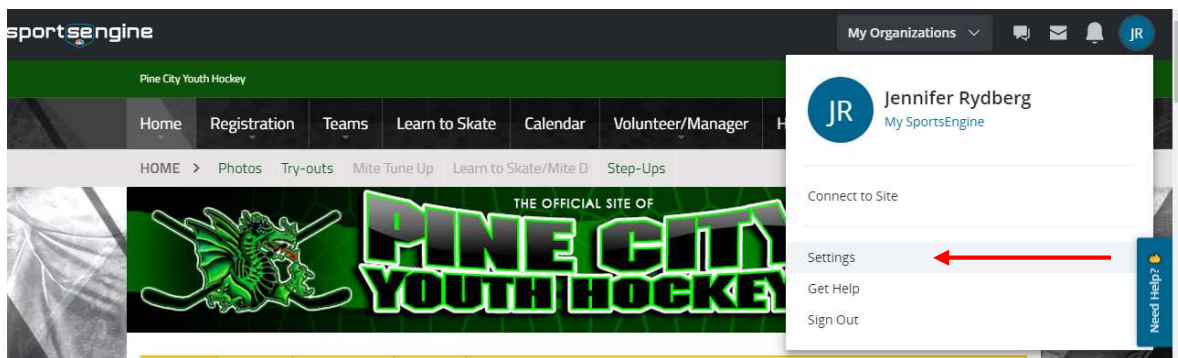


## To add an email.

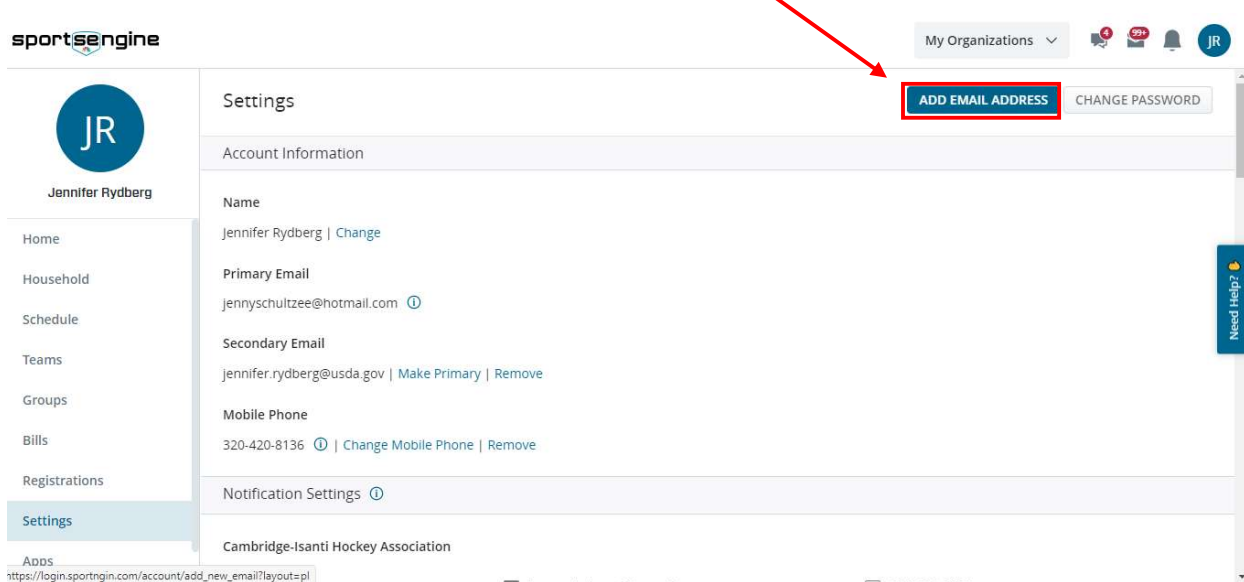
Click on the profile (initials) icon in the upper right corner.



Click on Settings



To add an email to receive emails from PCYH – click 'ADD EMAIL ADDRESS'



Enter email address and click on the 'ADD EMAIL ADDRESS' button

The screenshot shows the 'ADD EMAIL ADDRESS' form in the sportsengine app. The form has a title 'Add Email Address' and a sub-header 'Enter a new email address below to add it to your account. Upon adding a email confirmation will be sent to the new address.' Below this is a text input field labeled '\* Email Address:'. A red arrow points from the instruction text to this input field. Another red arrow points from the instruction text to a green button labeled 'ADD EMAIL ADDRESS'. The left sidebar shows the user's profile 'JR Jennifer Rydberg' and a list of navigation options: Home, Household, Schedule, Teams, Groups, Bills, Registrations, Settings (highlighted), and Apps. The top right shows 'My Organizations' and a user profile icon 'JR'. A 'Need Help?' button is on the right.

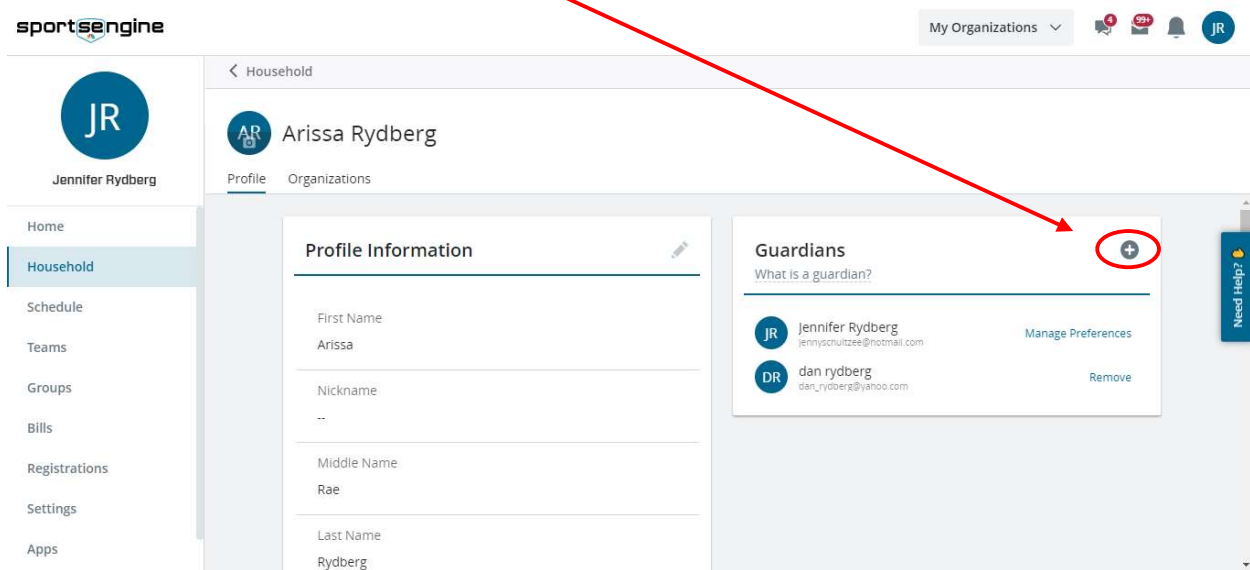
**NOTE:** if the email address that is entered is already associated with a sports engine account, you will get an error message and you will need to add the person as a Guardian (see instructions below).

## To add a Guardian.

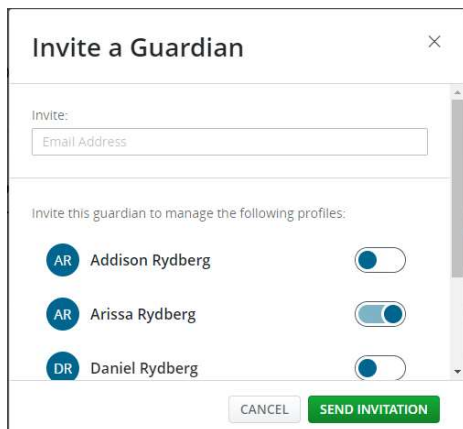
Click on Household. Click on the player you would like to add a guardian.

The screenshot shows the 'Household' page in the sportsengine app. The page displays a grid of player profiles. The first profile is 'JR Jennifer Rydberg' with a phone number '(320) 420-8136' and email 'jennyschultzee@hotmail.c...'. The second profile is 'AR Addison Rydberg' with a phone number '1 (320) 420-8136' and email 'jennyschultzee@hotmail.c...'. The third profile is 'AR Arissa Rydberg' with a phone number '(320) 420-8136' and email 'jennyschultzee@hotmail.c...'. The fourth profile is 'DR Daniel Rydberg' with a phone number '...' and email 'jennyschultzee@hotmail.c...'. Below these are two more profiles: 'JR' and 'LR Lexie Rydberg'. A red arrow points from the instruction text to the 'AR Addison Rydberg' profile. The left sidebar shows the user's profile 'JR Jennifer Rydberg' and a list of navigation options: Home, Household (highlighted with a red box), Schedule, Teams, Groups, Bills, Registrations, Settings, and Apps. The top right shows 'My Organizations' and a user profile icon 'JR'. A 'Need Help?' button is on the right. The URL 'https://app.sportngin.com/user/profiles' is visible at the bottom left.

In the Guardians box, section click the + icon.



You will get an 'Invite a Guardian' popup box. Enter the Guardian's email address. If you would like to add this Guardian to other players, you can turn on the toggle buttons for those players.



That guardian will have to go to their email and accept the invitation.