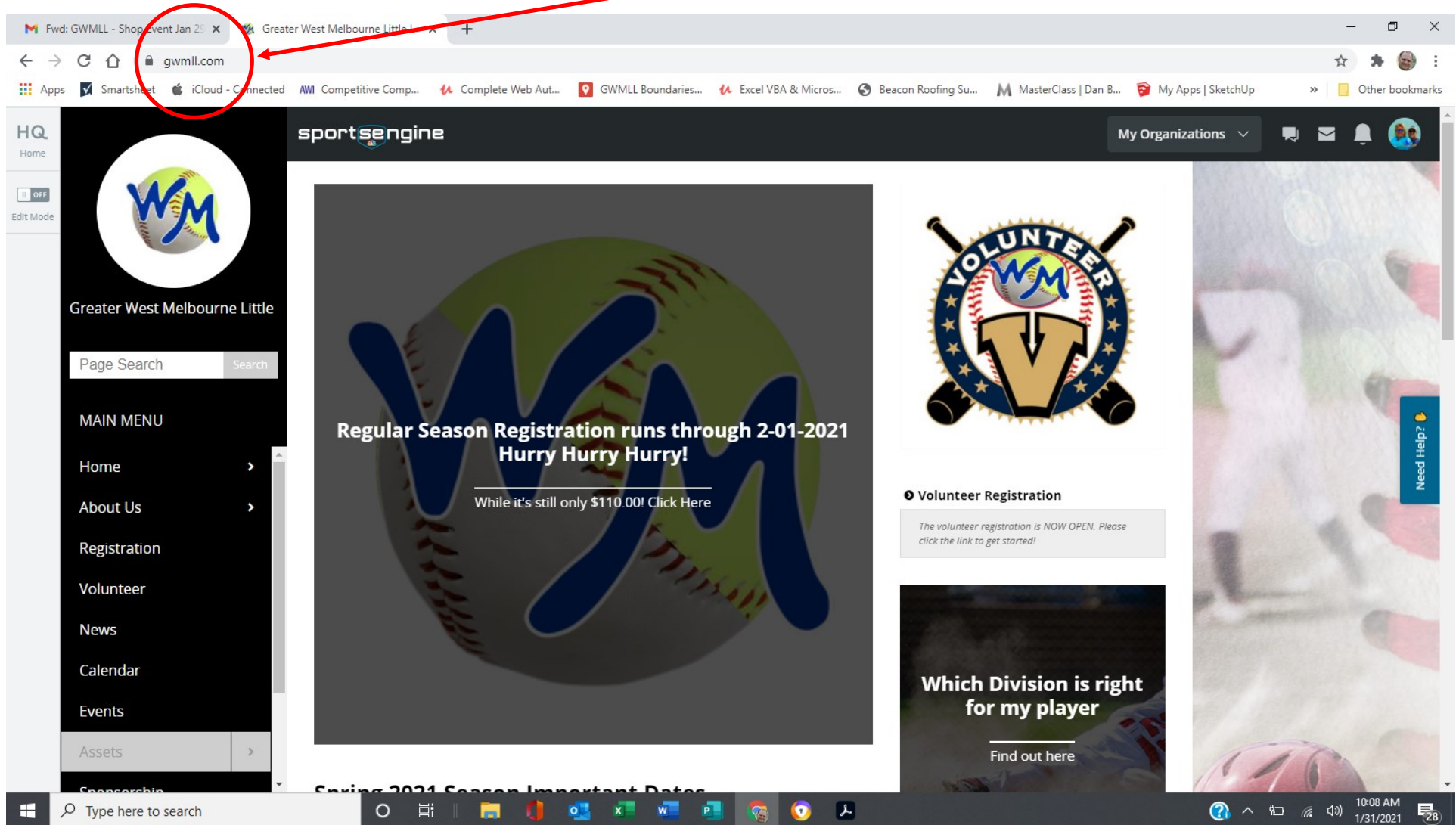


# WWW.GWMLL.COM—HOW TO!

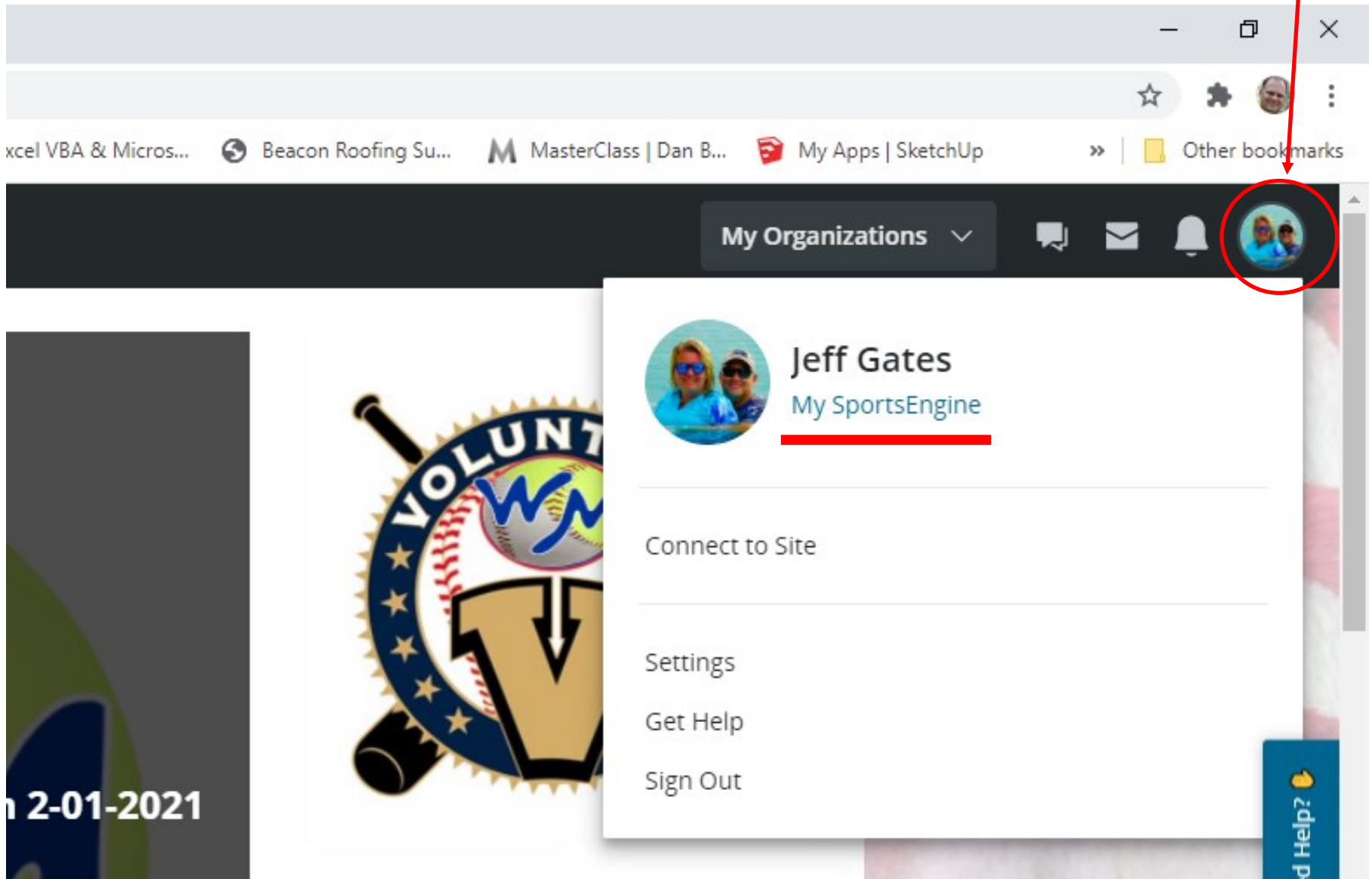
## How to add a guardian (parent / grandparent):

1. Navigate in your web browser to [www.gwml.com](http://www.gwml.com) as shown below



How to add a Guardian to my player's account:

2. Look in the upper right corner of the page for your profile (you must be signed in) —“Click it”
3. That will open a link to “My SportsEngine” shown below—click “My SportsEngine”



# How to add a Guardian to my player's account:

4. This is your "User Dashboard"

5. On the left you'll see a list of tabs from "Home" at the top to "Apps" at the bottom

6. click "Household"

The screenshot shows the SportsEngine User Dashboard. The browser address bar indicates the URL is `app.sportengin.com/user#_ga=2.160192692.861761543.1612105299-2022254441.1594328587`. The left sidebar contains a list of tabs: Home, Household, Schedule, Teams, Bills, Registrations, Settings, and Apps. The 'Household' tab is highlighted with a red bar and a red arrow pointing to it. The main content area displays 'Upcoming Events' for 'Double AA Blue Jays - Practice BB Field 2' on Wednesday, February 3rd, and 'BB Majors Cubs - Practice BB Field 2' on Thursday, February 4th. Each event card shows the time (7-8:30 PM), location (Max K Rodes Park), and a 'Are you going?' prompt with response buttons (YES, MAYBE, NO). The user's profile picture and name 'Jeff Gates' are visible at the top left of the dashboard.

## How to add a Guardian to my player's account:

7. This is your “Household” Page—you should see your Primary Account and any Secondary accounts that you’ve created for your players

8. Click the Secondary account for the player that you want to add a Guardian to

The screenshot shows the SportsEngine web application interface. The browser's address bar displays the URL `app.sportngin.com/user/profiles`. The page title is "Household". On the left, a sidebar menu includes "Home", "Household" (selected), "Schedule", "Teams", "Bills", "Registrations", "Settings", and "Apps". The main content area displays three user profiles: Jeff Gates, Blake Gates, and Sean Gates. Each profile includes a circular profile picture, the name, and contact information (Phone: (321) 794-7424 and Email: gwmlboard@gmail.com). A red circle highlights the Blake Gates profile, and a red arrow points to it from the instruction text above. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

# How to add a Guardian to my player's account:

9. Look to the right of your player's profile page to see the "Guardians" tab

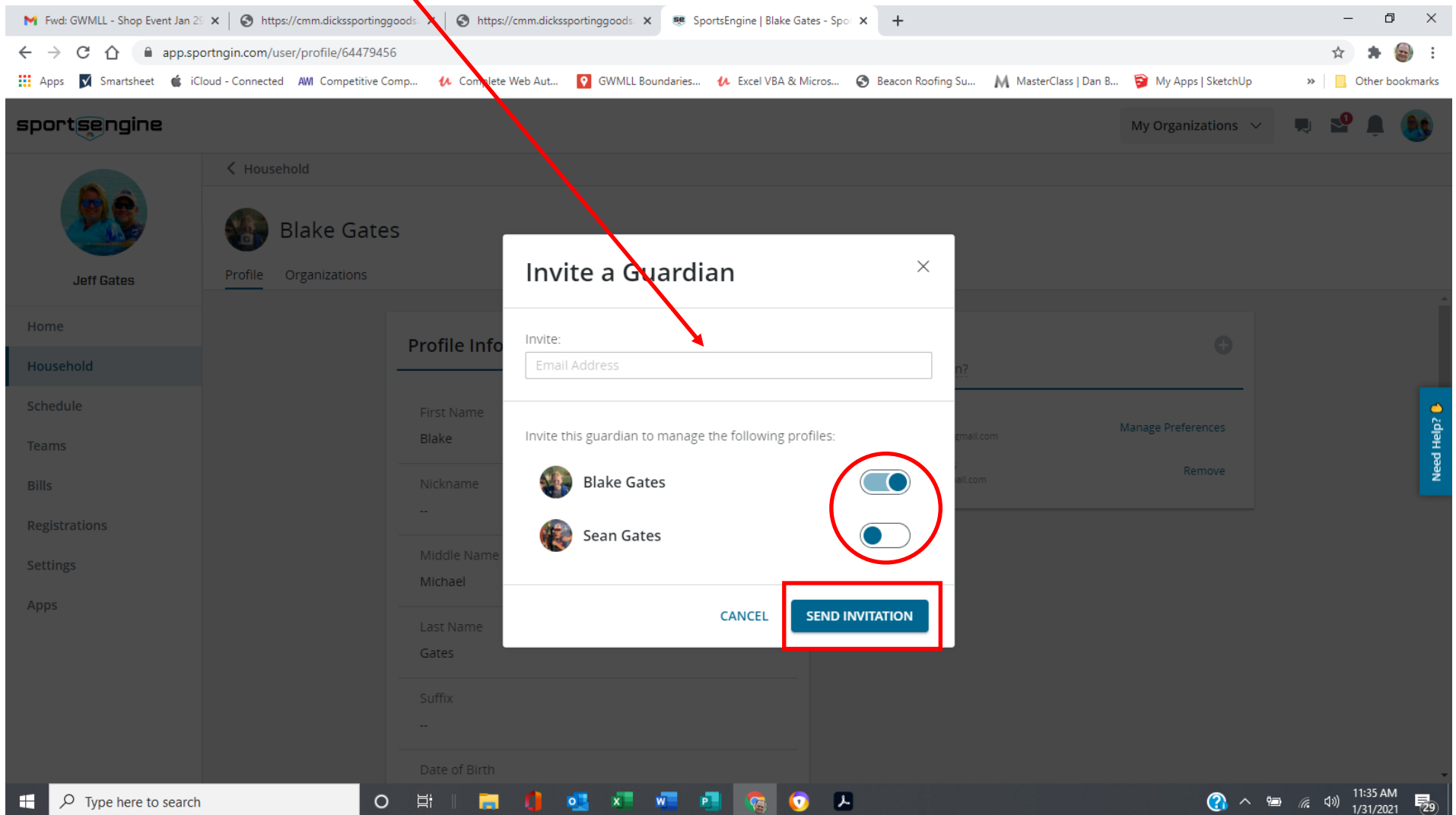
10. Click the "Plus" sign on the top right of the tab

The screenshot shows a web browser window with multiple tabs. The active tab is 'SportsEngine | Blake Gates - Spo...'. The address bar shows 'app.sportngin.com/user/profile/64479456'. The page header includes the 'sportengine' logo and a 'My Organizations' dropdown. The main content area is titled 'Household' and features a profile for 'Blake Gates'. The profile has two tabs: 'Profile' (selected) and 'Organizations'. The 'Profile' tab displays 'Profile Information' with fields for First Name (Blake), Nickname (--), Middle Name (Michael), Last Name (Gates), Suffix (--), and Date of Birth. To the right of the profile information is the 'Guardians' section, which includes a 'What is a guardian?' link and a list of guardians: Jeff Gates (gwmllboard@gmail.com) with a 'Manage Preferences' link, and Lisa Gates (lisaigates@gmail.com) with a 'Remove' link. A red circle highlights a plus sign (+) in the top right corner of the Guardians section, indicating where to click to add a new guardian. A red arrow points from the text 'Click the "Plus" sign on the top right of the tab' to this plus sign. The Windows taskbar at the bottom shows the search bar and various application icons.

## How to add a Guardian to my player's account:

11. Choose whether you want to invite this guardian to share any or all of your player's accounts

12. Add the new Guardian's email address and click "Send Invitation"



## How to add a Guardian to my player's account:

13. Once you've sent the invitation you'll see the new Guardian listed under "Guardians" with a note that the invite is "Pending Acceptance" - Once the invite is accepted that will change to their email address. You can also Cancel or Resend the invitation of the Guardian missed the email.

The screenshot shows the SportsEngine web application interface. The user is logged in as Jeff Gates, and the profile page for Blake Gates is displayed. The page is divided into a left sidebar with navigation links (Home, Household, Schedule, Teams, Bills, Registrations, Settings, Apps) and a main content area. The main content area has tabs for 'Profile' and 'Organizations'. The 'Profile' tab is active, showing 'Profile Information' and 'Guardians' sections. The 'Guardians' section lists three guardians: Jeff Gates (gwmlboard@gmail.com), Jake Gates (jakegates@cfl.rr.com) with a 'Pending Acceptance' status, and Lisa Gates (lisa@gates@gmail.com). A red arrow points from the text in the instructions to the 'Pending Acceptance' status of Jake Gates. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 11:39 AM on 1/31/2021.

**Profile Information**

First Name	Blake
Nickname	--
Middle Name	Michael
Last Name	Gates
Suffix	--
Date of Birth	

**Guardians**

Guardian	Status	Actions
Jeff Gates gwmlboard@gmail.com	Active	Manage Preferences
Jake Gates jakegates@cfl.rr.com Pending Acceptance	Pending Acceptance	Cancel Resend
Lisa Gates lisa@gates@gmail.com	Active	Remove

**DONE!!**