

► **IMPORTANT - PLEASE READ AND UNDERSTAND THE NOTES BELOW TO HELP MAKE THE LOG IN PROCESS EASIER** ►

- Anyone can create a **Log-in Account**.
- Note: **ONLY ONE Log-in Account is necessary** per family, so all children in the same family can be on 1 account.
- A **Log-in Account** is necessary in order to **Register** your player.
- Please be sure to list the email addresses and phone numbers that you wish to receive communications from the Club. This is the **ONLY** way the Club will communicate updates.
- There is no limit to email addresses that can be added to your **Log-in Account**

Follow these easy steps to **update your account with additional email addresses**:

1. Log-in to your **Account**
2. In the top left Menu Bar click the **v** next to your log-in ID to make a drop-down box appear
3. Click on **Account Settings**
4. On Menu Bar, 3rd Button is **"Add Email Address"**
5. Click to add Email Addresses

The **Log-in Account** used to create a **Registration** **is the account which will receive the email messages** sent from the Club regarding all Teams and Cheer Squads. This is done because we do not want to send every email to every **Log-in Account** – ***Emails will be targeted to the appropriate Team.***

If you have a household with more than one **Log-in Account**, or two households with different **Log-in Accounts** are needed, you can **link the two accounts by following these steps**: Linking the accounts will ensure messages are received.

1. Log in to your **Account**
2. In the top left Menu Bar click the **v** next to your log-in ID to make a drop down box appear
3. Click on **Profile**
4. In the Bottom Left Corner see **"Linked Accounts"**
5. Click **ADD**
6. Enter the email address for the person you want to link accounts with
7. The other Member will need to access their Dashboard and accept the invitation to link.