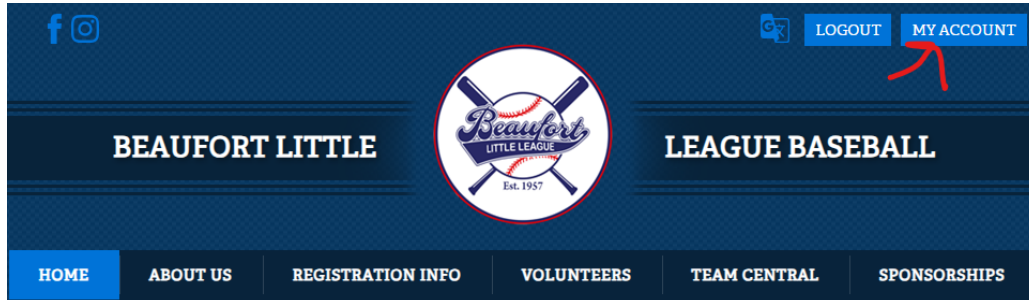


Instruction Set: Add another email to the account

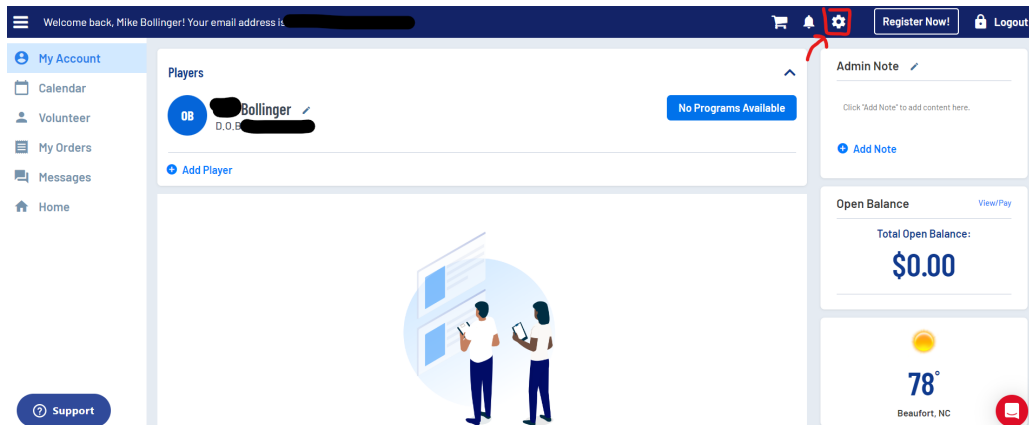
Purpose: Sometimes one parent or guardian makes an account but one or more parents would like to receive league or program wide emails to stay up to date.

Summary: The second user is going to end up having to create an account in the system, but linking the user to the specific player(s) is important if the second user is going to register the player at any point in time.

- 1) Login or click on Click on My Account if already logged in.



- 2) It should bring up your account dashboard. Click on the Gear icon to bring up the settings.




3) It should bring up your account holder settings.

BEAUFORT LITTLE LEAGUE

Account Holder Settings

Edit account holder settings and invite additional account holders.

Account Holder Information

 [Change](#)

First Name * Last Name *

Relationship to Player

[Change Password](#)

4) Scroll down to the bottom of the page and click add additional account holder.

[+ Add Additional Account Holder](#)

[< Back to My Account](#)

5) Fill out the necessary information including the email.

Additional Account Holder Information

First Name * Last Name *

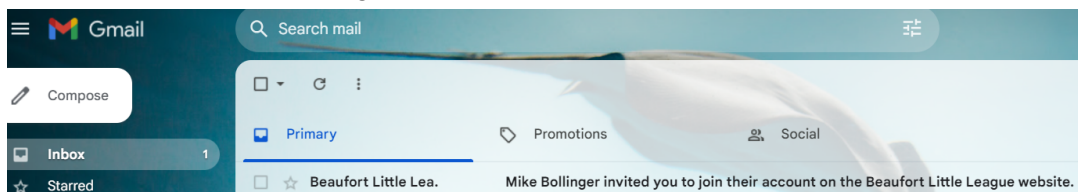
Gender Relationship to Player

Contact Information


Additional Contact Email *

[< Back to My Account](#) [Invite Account Holder and Continue >](#)

6) The other user will have to go to their email and open the invitation



7) Click accept invite




Beaufort Little League

Invitation to join account!

Mania,

Mike Bollinger created an account on the Beaufort Little League website and invited you to join it! In order to accept this invite properly, you will need to enter the same email address that received this email mbollingerfamily@gmail.com and create a new password in order to be correctly linked to the associated account. Click on the accept invite button below to start that process so that you can manage your joint account and participants as well as sign up as a team personnel or club volunteer.


 [Accept Invite](#)

If you have any questions or concerns please feel free to reach out to your organization at lamccune@icloud.com.

Thanks!

The Sports Connect Team

8) At this point they will be prompted to enter the email address entered on the first user's profile and choose a password




Beaufort Little League

Enter a password to create an account or update an existing one to be used across all Stack Sports products.

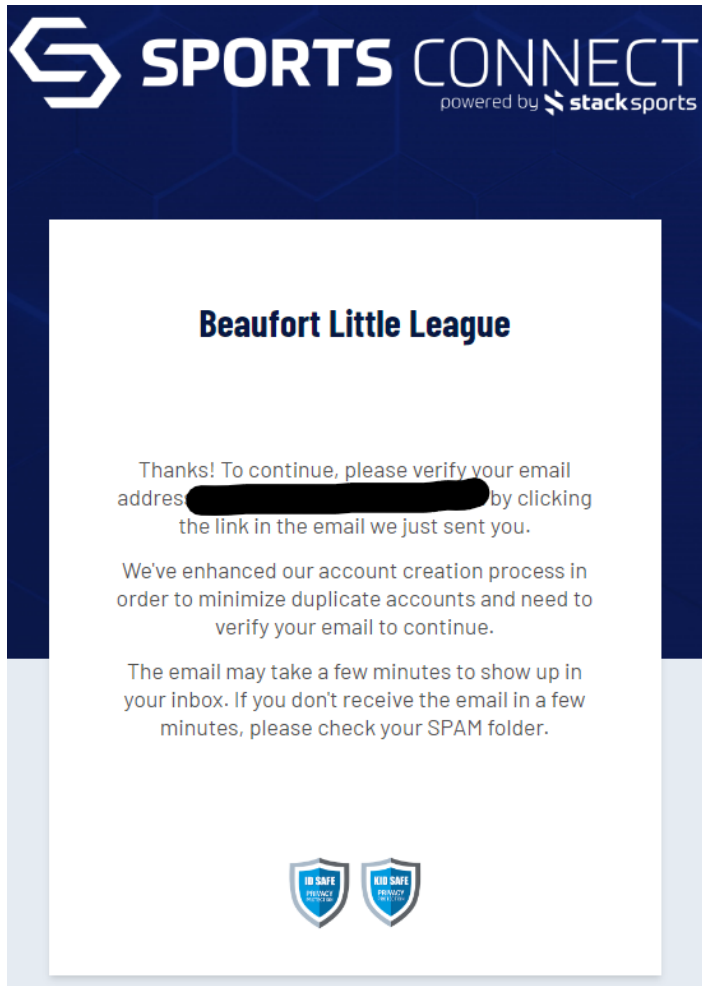
Password

Confirm Password

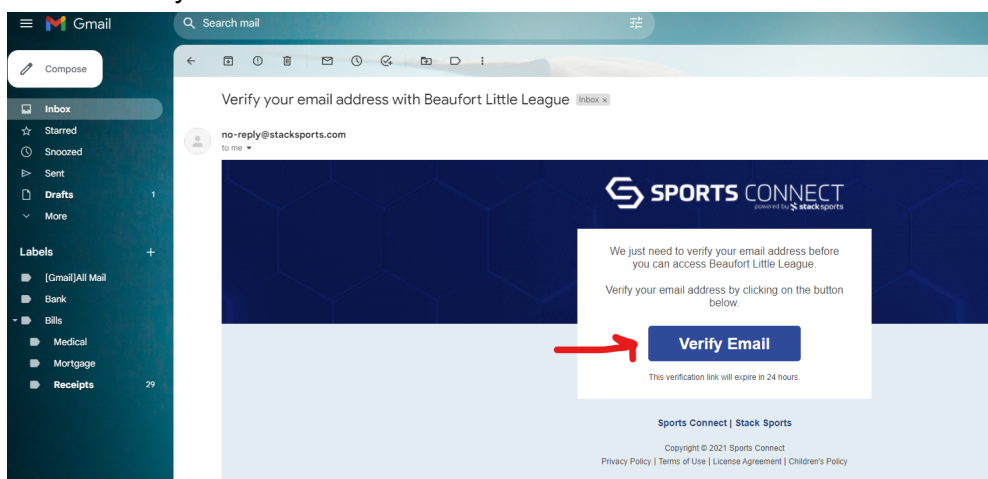
[Continue](#)



9) You'll get this message and will have to go back to your email to verify



10) Click on Verify Email



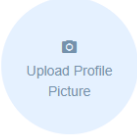
11) It should bring you back to the 2nd user's account holder settings. Enter cell phone number and address, and click save in the bottom right corner.

BEAUFORT LITTLE LEAGUE

Account Holder Settings

Edit account holder settings.

Account Holder Information

 Upload Profile Picture

First Name * Last Name *

Relationship to Player

[Change Password](#)

Contact Information

Email Address *

Cell Phone *

Telephone

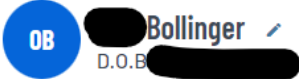
[< Back to My Account](#) [Save](#)

12) And you've done it! You should see your player added to your new account.

Welcome back, Maria Bollinger! Your email address is [REDACTED]

- My Account
- Calendar
- Volunteer
- My Orders
- Messages
- Home

Players

 **OB** **Bollinger**
D.O.B. [REDACTED]

[+ Add Player](#)