

Adding Additional Contacts to Receive Team Messages

As a parent, you often need to be able to widen your circle of who needs to keep up to date with your player's schedule. You may need to add non-members such as grandparents, babysitters, neighbors, etc. to your contact list so they too can keep up to date with the team schedule. You can add their email address to your profile so they will receive the same email messages that you do.

Note: Coaches and Team Managers can add additional email addresses to a non-member's profile in order to be able to include all players in team communications. However, once that profile owner (e.g. the parent) accepts the invitation and becomes a team member, they will take control what contact information appears.

For Parents/Profile Owners: Adding a Contact to Your Profile

To add additional contacts to your profile, complete these steps:

1. Open the team's web page.
2. Click the Profile drop-down list and then click **My Profile**.
3. In the Contact Information section, click **Add Email Address**.

The screenshot displays a user profile page for Bobby Roberts. The left sidebar contains navigation options: Household (Bobby Roberts, Van Buren Boys), Groups, Registrations, Purchased Items, My Access, My Ngjn Widget, and Account Settings. The main content area is divided into several sections: Profile Information, Site Memberships, Groups, and Linked Accounts. The Profile Information section includes fields for First Name (Bobby), Last Name (Roberts), Date of Birth (02/07/2000), Gender (Male), and Address (All Sites). The Contact Information section shows a table with columns for TYPE and VALUE, and buttons for REMOVE, ADD, and CANCEL. The table contains one entry for Email with the value email@sportngin.com. The Linked Accounts section shows a note about Sport Ngjn Accounts and a profile owner Jim Dahline.

TYPE	VALUE	
Email	[REDACTED]	REMOVE
Phone Number	[REDACTED]	REMOVE
Email	email@sportngin.com	ADD CANCEL

4. Enter the email address and click **Add**.

Roster

Players

Staff

Search

NAME



Devin Lawrence



Ewen Smith



Hunter Bradley



James Stone



Jim Dahline



John Andrews



Jonathan Barker



Logan Fisher

Contact

Label

Mom

Nanny

Grandma

Athlete

+ Add another

1. Click **Save**.