

HOW TO ADD AN EMAIL ADDRESS FOR NOTIFICATIONS IN SPORTS ENGINE

Login to your Sports Engine account.

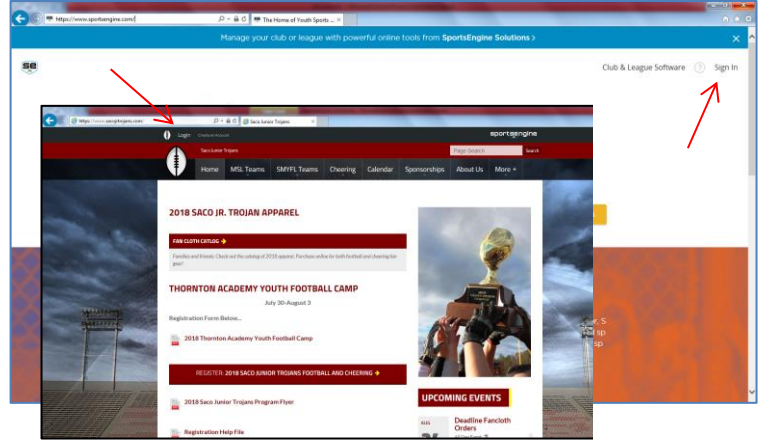
You can login from the Sports Engine or Saco Jr Trojans website.

<https://www.sportengine.com>

OR

<https://www.sacojrtrojans.com>

If using the Sports Engine website, click the Sign in link in the upper right corner. If using the SJT website, click the Login button in the upper left.



Note: If using a mobile device rather than a computer, the site and location of buttons will be a little different.



Enter the email address and password used to create your Sports Engine account.

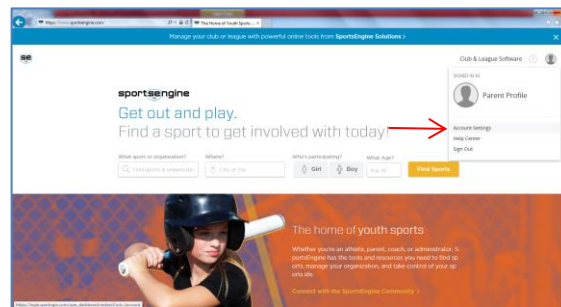
Click the green Sign in button.

If you forgot your password, click Forgot. An email will be sent to the address you used when creating your Sports Engine account. The email will contain instructions on how to reset your password.

A screenshot of the Sports Engine login form. The form has a 'sportengine' logo at the top. It contains fields for 'Email Address' and 'Password', with a 'Forgot?' link next to the password field. Below the fields is a green 'Sign In' button. Underneath, there is an 'OR' separator and two social login options: 'Continue With Facebook' and 'Continue With Google'. At the bottom, there is a link for 'Don't have an account? Sign Up'.

In the upper right corner, click the head icon. Select Account Settings from the list of options.

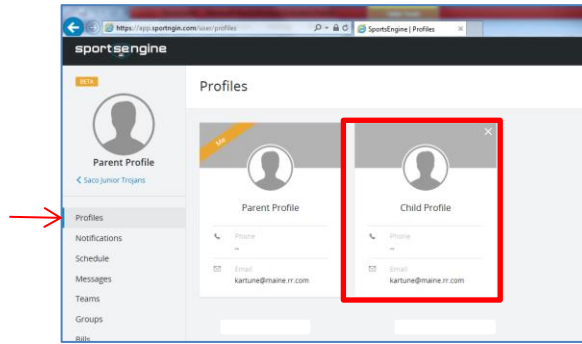
Note: If using a mobile device, your name may display instead of the head icon. If this is the case, click your name and then Account Settings.



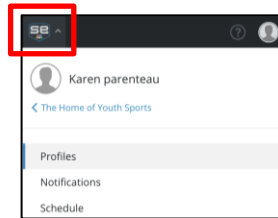
Click Profiles in the list on the left side of the screen (*see note below).

Your parent profile and the profiles of any children you added will display on the right.

Click the the profile of the child in which you wish to add an additional email address.

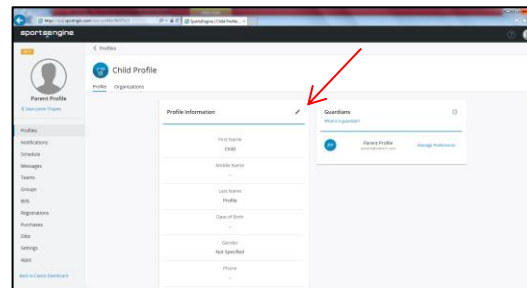


*Note: If using a mobile device rather than a computer, the list on the left may not be displayed. Click the SE icon in the upper left corner to show the menu/Profiles option.



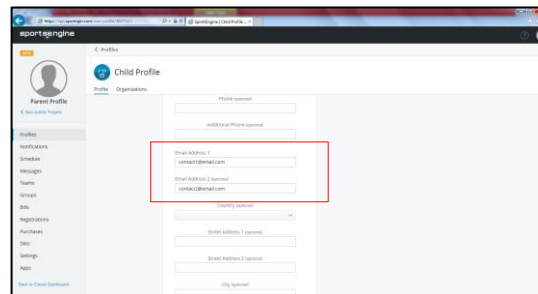
The child's profile will open.

Click the pencil icon in the upper right corner of the Profile Information box.

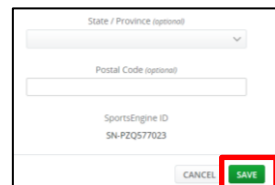


Scroll down to the email address boxes.

Enter a second email in the Email Address 2 (optional) textbox.



Scroll Down further and click the green **Save** button.



REPEAT THESE STEPS FOR EACH CHILD PROFILE.