

Add an Account to a Participant

Adding a new user account (such as an additional parent or even one for the player) is easy and you can add as many accounts as you need. It is important to remember that these instructions must be completed by a user account that already has access to the participant.

1. Log in to your organization's website using the same email address. This must be done on the organization website, not the mobile application.
2. Click Account in the top navigation.
3. Click Participants in the left navigation (click the down arrow if you are accessing the website from a mobile device).
4. Click 'View Details' on the participant in question.
5. Once on the player profile, click +Add Account at the top.
6. Enter the user's email address. If the user already has an account, they will be added immediately. If the user does not have an account, then a verification email will be sent to them. They must click on the link to verify their email and then create an account by supplying their name, selecting a password and supplying a phone number. The user will be added once they have created their account.
7. Accounts associated with the child can check to see who has been added by following steps 1 thru 4 at any time.

Need to add more than one? Refresh the page and you can add another.