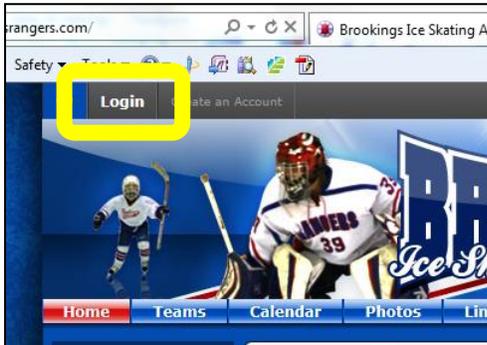


# Instructions for Changing NGIN Account to Receive BISA E-mail Messages

>>> IMPORTANT <<<

In order for all families to receive important communication from Brookings Ice Skating Association (BISA), emails from the BISA website will periodically be sent to families of all registered players. However, to receive these, each family must enable their NGIN account to permit email messages to be sent to their email address(es). Unless this is done, families are likely to miss important communication on dates, deadlines, events and activities, and volunteer opportunities. The following steps will outline how to ensure you receive messages through the BISA website.

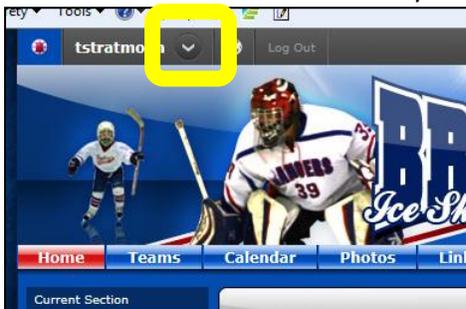
1. From the BISA website ([www.brookingsrangers.com](http://www.brookingsrangers.com)), click on the "Login" button to log in to the account you used to register your player(s):



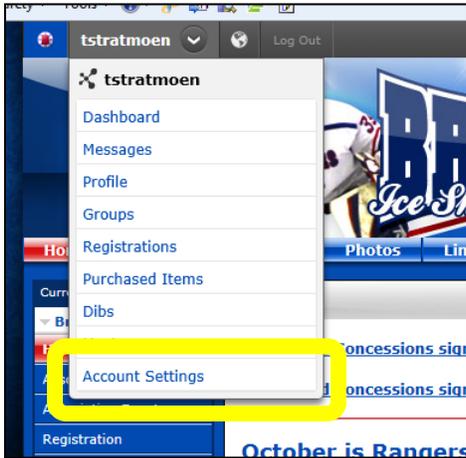
2. Enter your account email address or username and password, and click on the "LOGIN" button:



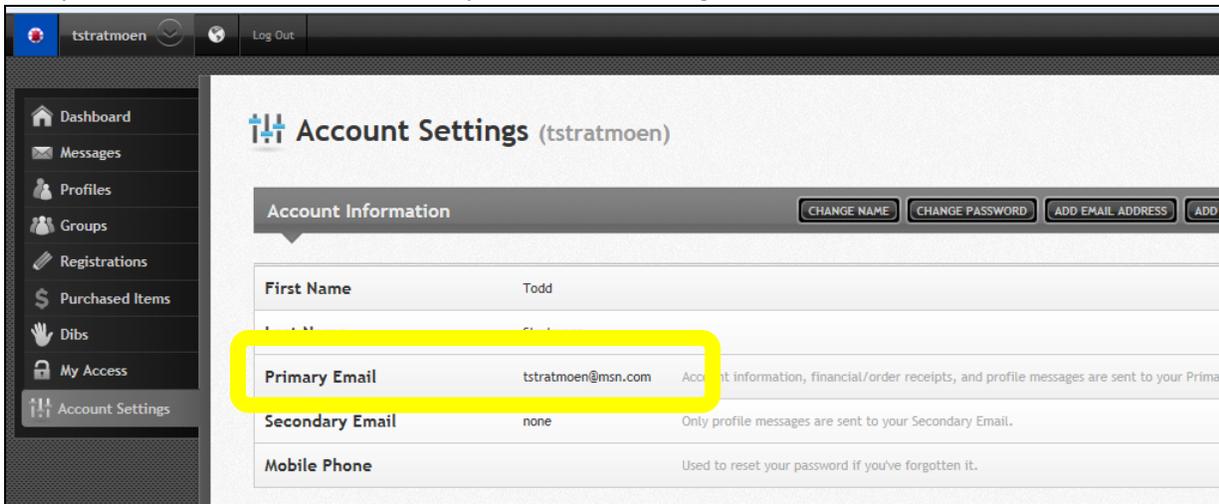
3. Click on the "down arrow" next to your username:



4. From the pull-down menu, select “Account Settings”:

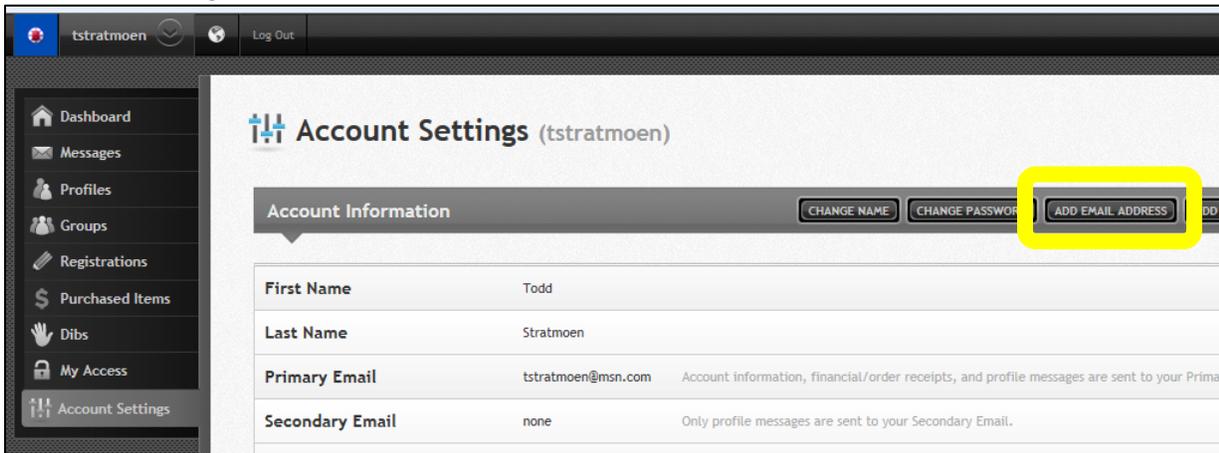


5. Verify the email address of the “Primary Email” that messages from BISA are sent to:

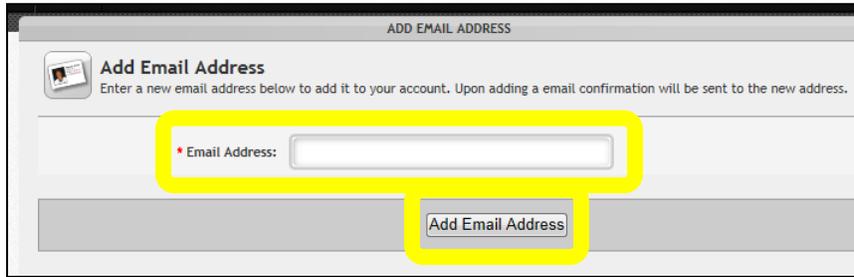


If messages are not being received by this email address, check the “Junk Mail” folder of your email account. Messages from BISA will come from the email address [no-reply@www.brookingsrangers.com](mailto:no-reply@www.brookingsrangers.com). Follow the procedures for your email provider to add messages from BISA to your list of safe senders.

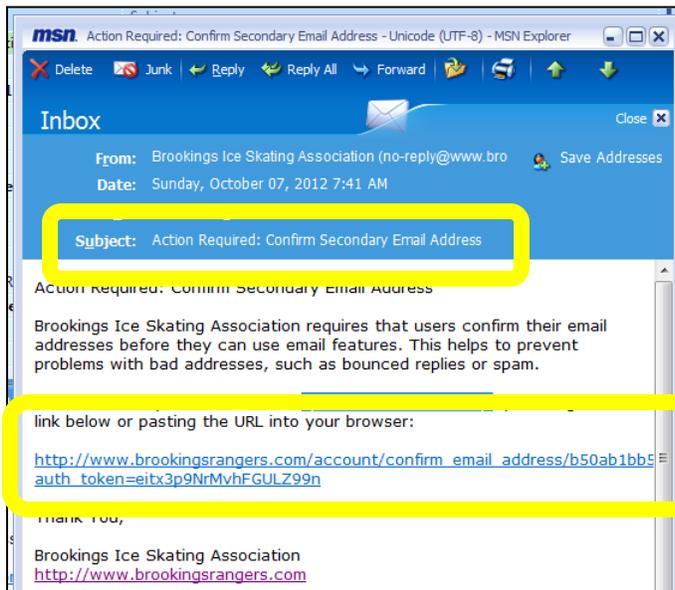
6. To receive messages from BISA at a second email address, click on the “ADD EMAIL ADDRESS” button:



7. Enter the email address in the space provided and click on the “Add Email Address” button:



8. A confirmation email with the subject “Action Required: Confirm Secondary Email Address” will be sent to the new email address. Find the email message (if it isn’t in the Inbox of the second email account, check the Junk Mail folder and add [no-reply@www.brookingsrangers.com](mailto:no-reply@www.brookingsrangers.com) to the safe senders list of the second account) and use the link in the message to confirm the new email address. Messages will be sent to the new email address after the address has been confirmed.



**For users with email accounts through Swiftel:**

Go to <http://webmail.swiftel.net/horde/imp/login.php>, log in to your account, check the junk mail folder to see whether you have an email from [noreply@brookingsrangers.com](mailto:noreply@brookingsrangers.com), click on that email message, and approve the email address when prompted.

**Thank you!** Ensuring you can receive messages from BISA will help you stay up to date on all the important BISA activities, opportunities, dates, and deadlines and will make your experience with the Brookings Rangers as enjoyable as possible. Please contact BISA webmaster Ron Dobesh at 695-9984 (c) or [ronsauto@brookings.net](mailto:ronsauto@brookings.net) with any questions.