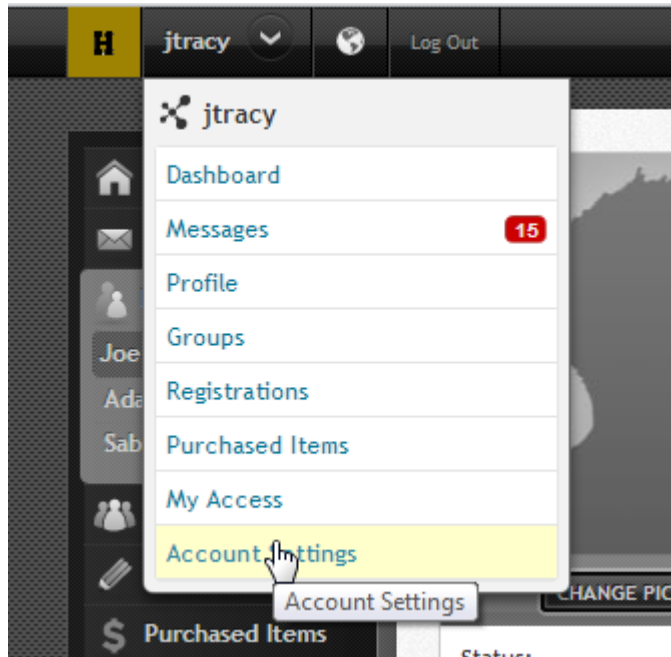


In order to perform the Electronic Background Screening and also to receive the same emails that the person who registered your kids in HHA are getting (the mass emails sent through the association):

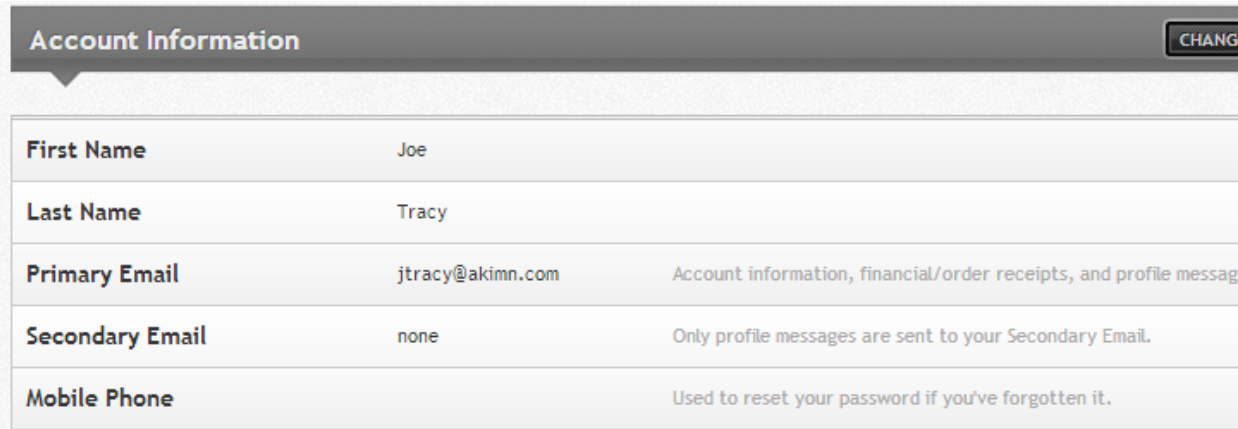
1. You need your own NGIN account (i.e. both Mom and Dad need their own NGIN accounts).
2. The email address you use to create a new NGIN account can NOT be set to be the “Secondary Email” on your spouse’s account already.

To check if you are set as secondary on someone else’s NGIN account, have them:

1. Log in to the NGIN account that may have your email as a “Secondary”.
2. Go to “Account Settings”.



3. Check “Secondary Email”, if it is there, then select “Remove”.



To create your own NGIN Account:

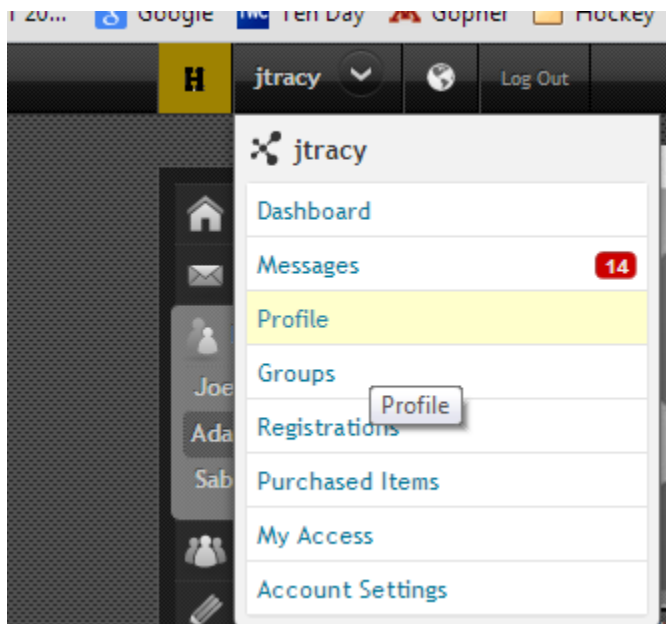
1. Use the following link:

https://login.ngin.com/users/registrations/new?set_site_id=442

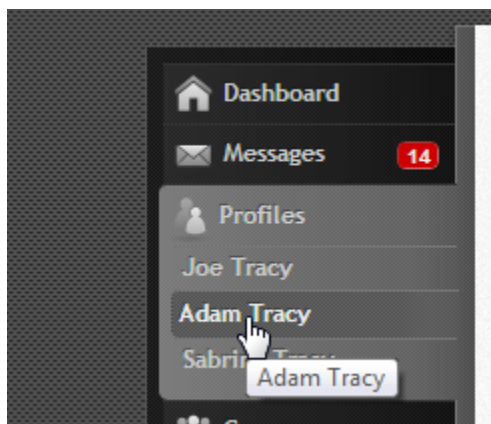
To get the same mass emails that the person who registered your kids do:

Have the person who registered your kids login with their NGIN account (the same account they registered the kids with)

1. Select the arrow next to your user name and select "Profile".



2. Select the child's name:



3. Click the "Add" button at bottom left under "Linked Accounts".

Dashboard

Messages 14

Profiles

Joe Tracy

Adam Tracy

Sabrina Tracy

Groups

Registrations

Purchased Items

My Access

Account Settings

Adam Tracy

Recent Comments

No recent comments.

Profile Information

Click on the information below to edit your profile.

First Name	Adam
Last Name	Tracy

Site Memberships

- H Hutchinson Hockey Association X
- T Top Dog Hockey X

Groups

No Group Memberships

Linked Accounts

These NGIN Accounts receive a copy of all messages sent to Adam.

ADD

- Joe Tracy Profile Owner

4. Type in the email address and select "Send Invitation". That person will need to confirm the invitation by logging into their NGIN account and clicking "accept".

CC: SOMEONE

Link another NGIN account to Adam's messages

Enter the email address for the person you would like to receive copies of Adam Tracy's messages. The person will be invited to create one.

NOTE: An NGIN account is required.

To Cc: an email address without an NGIN account, [add a secondary email address](#) to your account.

Email Address:

Send Invitation

5. They will now get the same mass emails you get.

To perform the electronic background screening form:

1. Use this Link:
<https://minnesotahockey.ngin.com/register/form/133500041>
2. Login into your NGIN account, complete form.