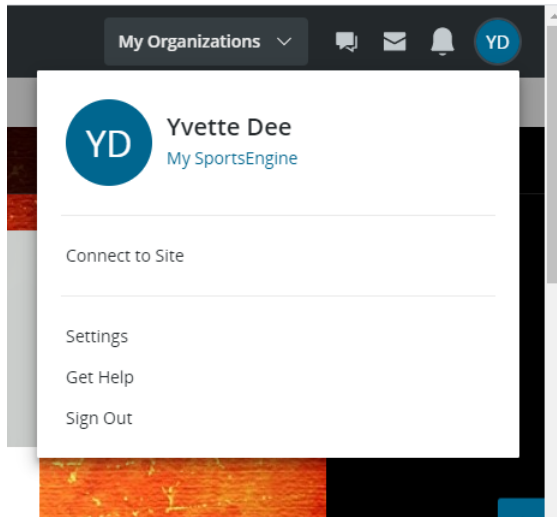


HOW TO DISABLE AUTOMATED REMINDER EMAIL 48 HOURS BEFORE EACH GAME / EVENT:

- Go to the Richmond Ravens website
- Login to your account
- Click your account icon and click on “My SportsEngine”



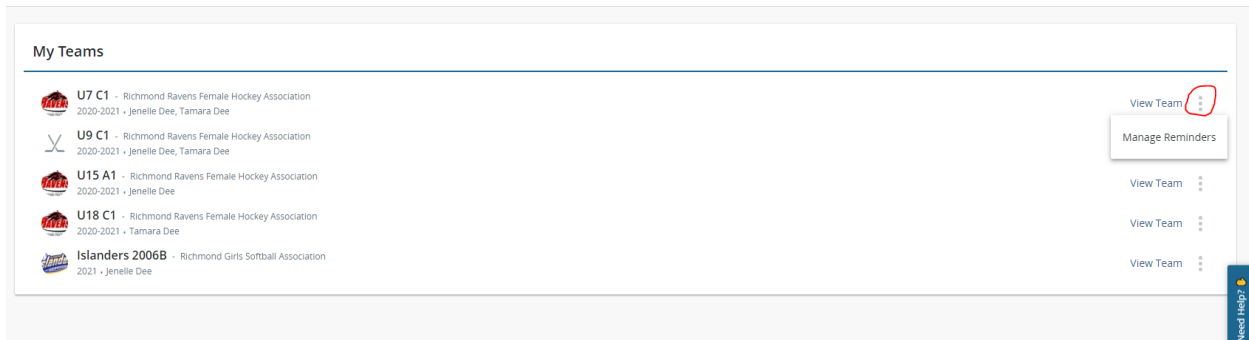
- Click on the Teams tab

sportengine

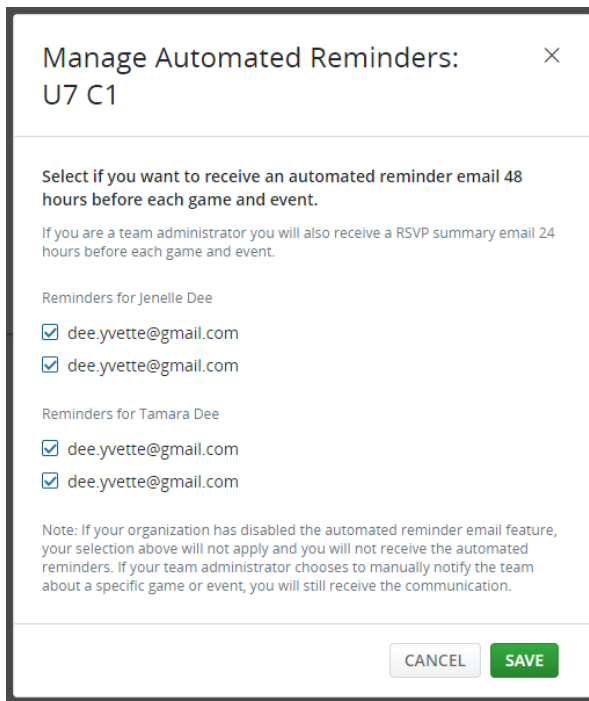
A screenshot of the 'My Teams' page in the SportsEngine interface. On the left is a sidebar with a user profile for 'Yvette Dee' (initials YD) and a list of navigation options: Home, Household, Schedule, Teams (highlighted), Groups, Bills, Registrations, Settings, and Apps. The main content area is titled 'My Teams' and lists five teams:

- U7 C1** - Richmond Ravens Female Hockey Association
2020-2021 • Jenelle Dee, Tamara Dee
- U9 C1** - Richmond Ravens Female Hockey Association
2020-2021 • Jenelle Dee, Tamara Dee
- U15 A1** - Richmond Ravens Female Hockey Association
2020-2021 • Jenelle Dee
- U18 C1** - Richmond Ravens Female Hockey Association
2020-2021 • Tamara Dee
- Islanders 2006B** - Richmond Girls Softball Association
2021 • Jenelle Dee

- Choose the team you wish to manage event reminders and click the “three dots” and choose “Manage Reminders”



- Remove the check mark on the email address(es) you want disabled for event reminders



- Click Save
- Do the same for all other teams