

**SPORTSENGINE: Adding a Guardian to your SportsEngine Account.** To add a Guardian, you must be the Primary Account Owner of the SportsEngine account. Login to your SportsEngine account and make sure that all your settings are updated and that any guardians are added to receive messages

1) **ADD A GUARDIAN:** This will give the guardian the opportunity to manage the child's profile and receive practice/game reminders, emails and texts.

- On the main page after you have logged in, click on the circle with your initials in the upper right corner.
- Choose "Account Settings" in the dropdown menu.
- Choose "Household" tab on the left side menu.
- Click "VIEW PROFILE" under the child's name. In the "Guardians" menu on the right side, click the + sign, then enter the email of the guardian you wish to add and then toggle on for each child you want to be allowed to be managed by this guardian. Click "SEND INVITATION". Using this method, you could add different guardians for different children if that applies to your family; OR

2) **ADDITIONAL INFORMATION UNDER YOUR PROFILE:** This will send emails and texts but only allows one additional email address and one additional phone number. This will not allow the additional person to manage the profile of the child.

- On the main page after you have logged in, click on the circle with your initials in the upper right corner.
- Choose "Account Settings" in the dropdown menu.
- Choose "Household" tab on the left side menu.
- Do the following for each child: click "VIEW PROFILE" under their name. In the "Profile Information" menu on the left, click the pencil icon to edit and enter the additional phone and/or email address<sup>2</sup> and click "Save".