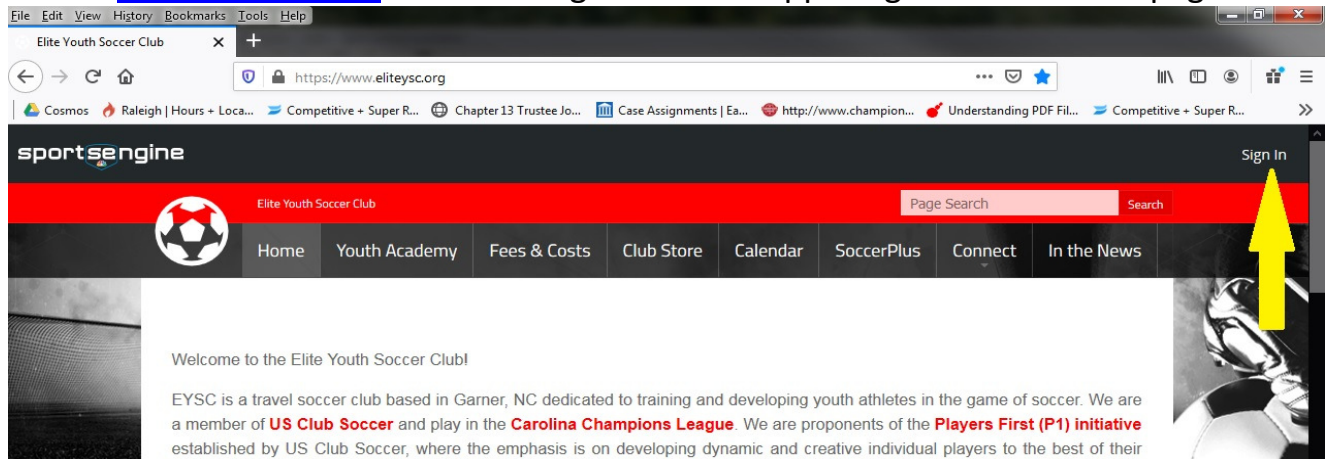
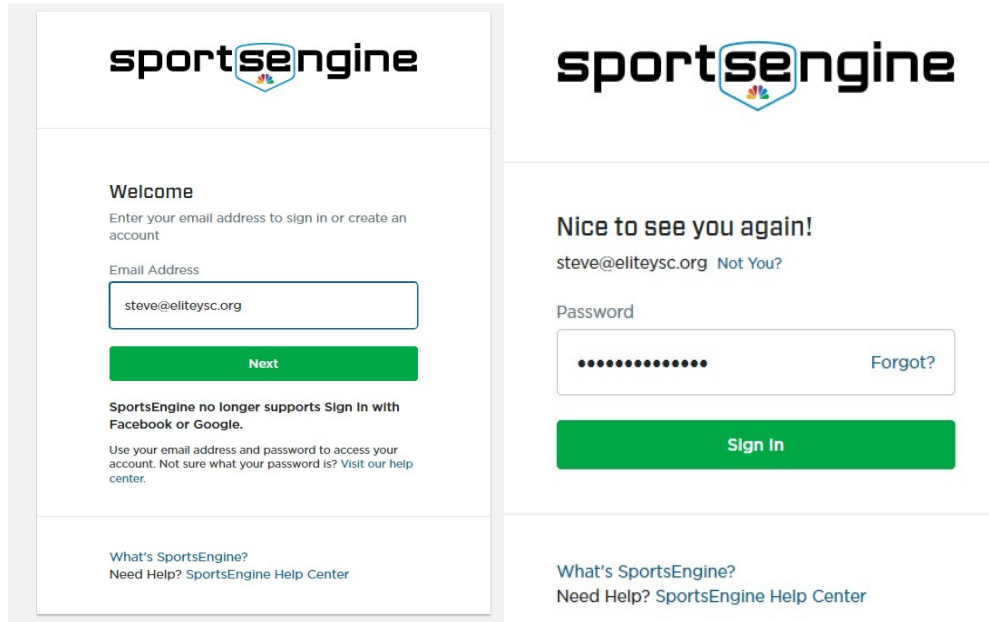


SPORTSENGINE ACCOUNT SETUP

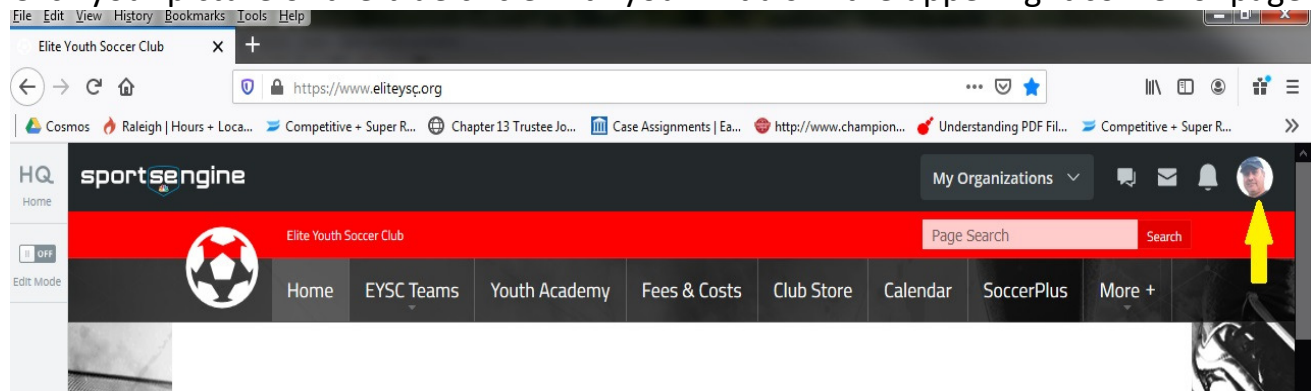
1. Go to www.eliteysc.org and click "Sign In" in the upper right corner of the page.



2. Enter your SportsEngine account username (email) and password.



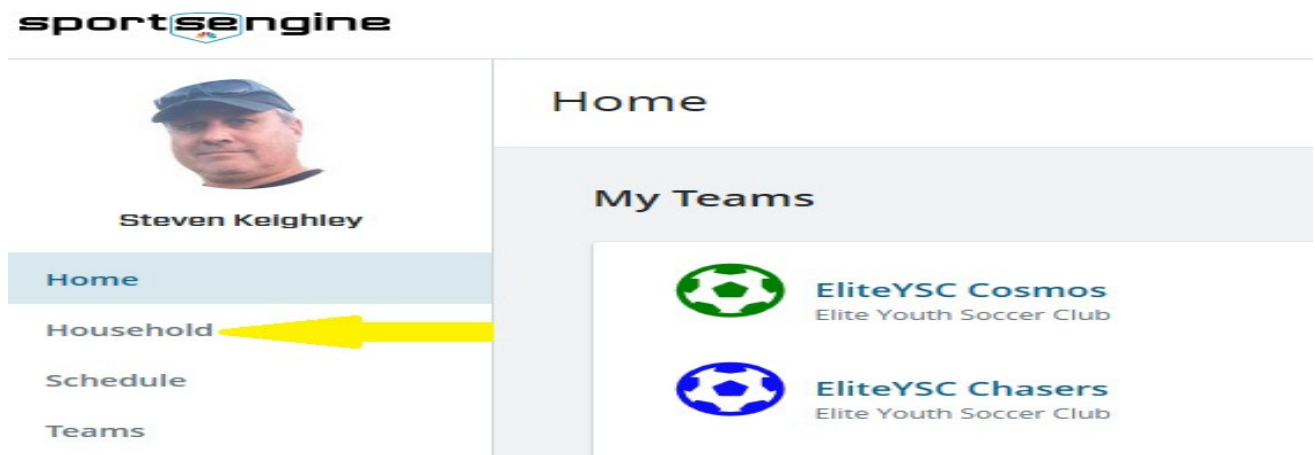
3. Click your picture or the blue circle with your initials in the upper right corner of page.



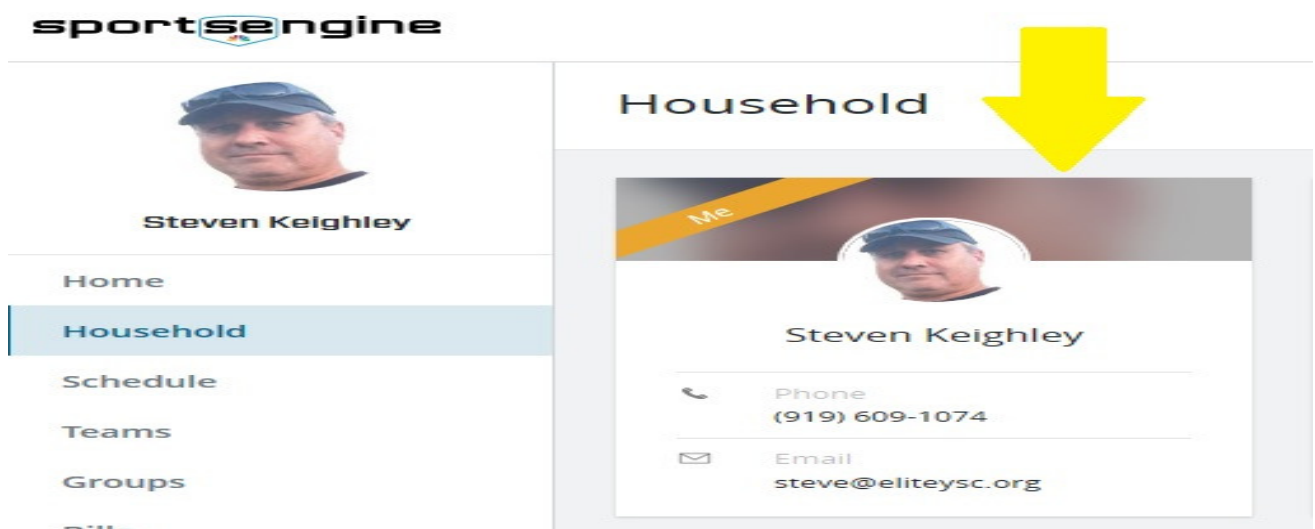
4. Click on My SportsEngine directly beneath your name.



5. Click "Household" on the left side of the page.



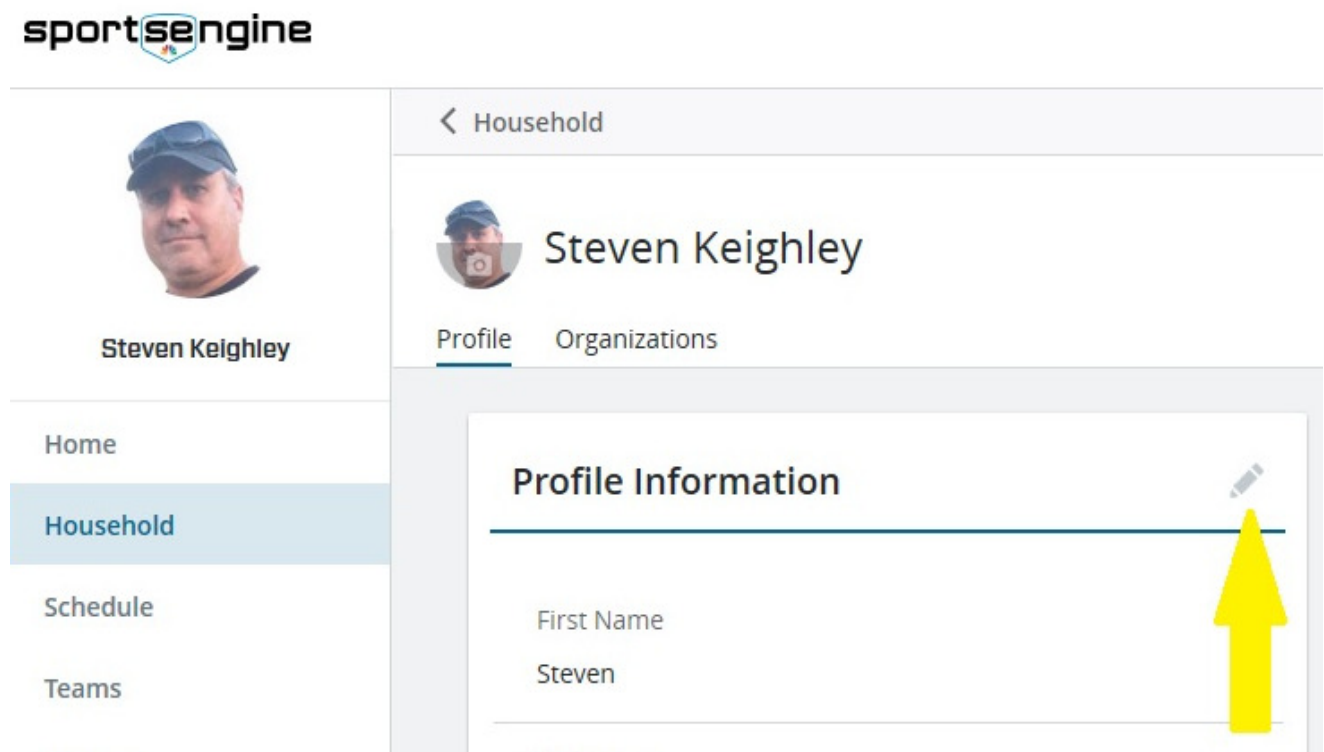
6. Click on your profile.



7. Review your profile and make sure the following fields are entered and correct:
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Gender
 - e. Phone
 - f. Additional phone (if applicable)
 - g. Email address 1
 - h. Email address 2 (if applicable)
 - i. Street Address 1
 - j. Street Address 2 (if applicable)
 - k. City, State and Zip
 - l. Citizenship
 - m. Country of Birth

*** Many of these fields are labeled optional, but we've encountered various issues over the years when they are not entered.

If any of the fields above are incorrect or not entered, click on the pencil (yellow arrow below) and make the appropriate edits. *** **Make sure you hit the Save Button** ***



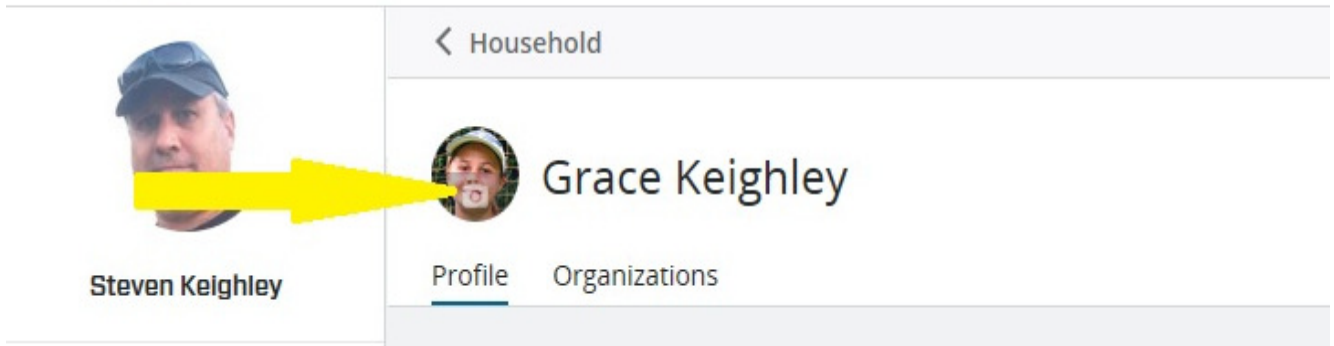
The screenshot shows the SportEngine interface. On the left is a navigation menu with options: Home, Household (highlighted), Schedule, and Teams. The main content area is titled 'Household' and shows a profile for 'Steven Keighley'. Below the name are tabs for 'Profile' and 'Organizations'. The 'Profile' tab is active, showing a 'Profile Information' section with a 'First Name' field containing 'Steven'. A yellow arrow points to a pencil icon in the top right corner of the profile information section, indicating the edit function.

8. Select your athlete's profile and verify the same fields. Add or edit as needed.
*** **We cannot card your athlete if these fields are not entered** ***

9. If there is no picture next to your athlete's name (or you want to change the picture), click on the camera icon in the blue circle, or current picture (see yellow arrow below). This will be the picture on your athlete's player card.

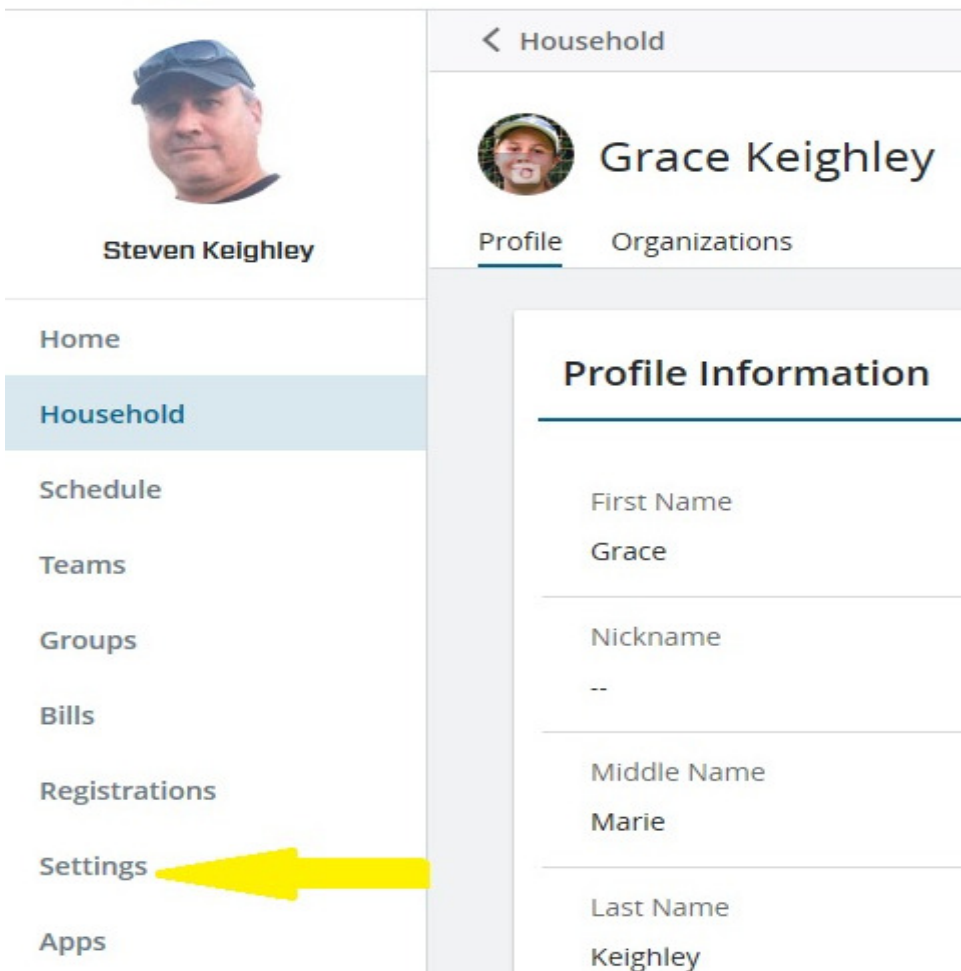
***** If you are a coach or team manager, you must upload a picture for your staff card *****

sportengine



10. Click on "Settings" on the left side of the screen (see yellow arrow).

sportengine



11. In the “Account Information” section (top half), verify your email and mobile phone is entered and correct.



Settings

Account Information ←

Name
Steven Keighley | [Change](#)

Primary Email
steve@eliteysc.org ⓘ

Secondary Email
none

Mobile Phone
919-609-1074 ⓘ | [Change Mobile Phone](#) | [Remove](#)

Steven Keighley

- Home
- Household
- Schedule
- Teams
- Groups
- Bills

12. In the “Notification Settings” section, make sure your mobile phone and email is checked in the “Elite Youth Soccer Club” Section



My Organizations ▾

Notification Settings ⓘ ←

US Club Screening

Steven Keighley	<input checked="" type="checkbox"/> steve@eliteysc.org	<input checked="" type="checkbox"/> 919-609-1074
	<input checked="" type="checkbox"/> steve@eliteysc.org	<input type="checkbox"/> 919-609-1074
		<input type="checkbox"/> 919-609-1074
		<input type="checkbox"/> 919-609-1075

Elite Youth Soccer Club ←

Grace Keighley	<input checked="" type="checkbox"/> gmkey17@gmail.com	<input checked="" type="checkbox"/> 919-902-6153
	<input checked="" type="checkbox"/> steve@eliteysc.org	
Steven Keighley	<input checked="" type="checkbox"/> steve@eliteysc.org	<input checked="" type="checkbox"/> 919-609-1074
	<input checked="" type="checkbox"/> steve@eliteysc.org	<input type="checkbox"/> 919-609-1074
		<input type="checkbox"/> 919-609-1074
		<input checked="" type="checkbox"/> 919-609-1075

Steven Keighley

- Home
- Household
- Schedule
- Teams
- Groups
- Bills
- Registrations
- Settings**
- Apps