

Log in to your SportsEngine account:

<https://my.sportngin.com/user>

Click Settings in the left-hand menu, then click Communication Preferences at the top:

The screenshot shows the SportsEngine user interface. On the left is a vertical navigation menu with the following items: Home, Household, Schedule, Teams, Bills, Registrations, Memberships, Credentials, Video Streaming, and Settings (which is highlighted in blue). At the top of the main content area is a circular profile picture with the letters 'KC' and the name 'Kristin'. Below this is the 'Account' section with three tabs: 'General', 'Communication Preferences' (which is selected and underlined), and 'Apps'. Under the 'Communication Preferences' tab, the organization 'Waterloo Youth Hockey Association' is listed. Below the organization name, there is a table with one row containing a player ID 'K', a checked checkbox, the player's initials 'k', and the email address '@gmail.com'. At the bottom right of the page, there is a link that says 'Manage Sp...'. The 'Settings' menu item on the left is highlighted in blue.

Ensure your email address is selected under the “Waterloo Youth Hockey Association” section, for each player you have playing in the organization, especially if they play at different levels (Little Hawks, Jr. Hawks, and high school). This will ensure you receive all communications for those individuals that are registered in the appropriate age groups/levels.