



How to Add Emails to My Account

Here's how to add up to three emails in My Account:

1. Access your Team Unify account.
2. When you see the **Account** tab display the Account Info screen, go to the **Account Contact Information** area. Click in the **Alternate Email 1:** field and type your primary email address.

The screenshot shows the 'Account Info' page in the Team Unify system. The left sidebar contains navigation links: 'Hello, ParentName', 'USAS Safe Sport', 'Product Updates', 'Social Feed', 'My Account', 'Org Tools', 'Classes', 'Practice Management', 'Events & Competition', 'Videos', and 'Help & Training'. The main content area is titled 'Account Info' and includes a user profile for 'Parent Name' with email 'parent_name@gmail.com' and status 'Not an admin (Active)'. Below the profile is a tabbed interface with 'ACCOUNT' selected. The 'Account Information' section contains fields for 'SE First Name', 'SE Last Name', 'Account Login Email' (marked 'Verified'), and 'SE Account Connected' (marked 'Connected' with a 'Manage at sportsengine.com' button). The 'Account Contact Information' section is highlighted with a blue border and contains the 'Alternate Email 1:' field, which is also highlighted with a blue border. Below this are fields for 'Alternate Email 2' and 'Alternate Email 3'. Further down are fields for 'Mobile/SMS' and 'Carrier' (set to 'None'), 'Address', 'Address 2', 'City', 'State', 'Zip', 'Phone', and 'Alternate Phone'. At the bottom, there is a 'Participate in Member Search' dropdown set to 'Participate' and a 'Contacts' section. A green 'SAVE' button is located at the bottom right.



NOTE

Steps 3, 4 and 5 are optional. You do not need to verify the Email address you just entered. Emails will be sent to unverified email addresses. You can skip these steps and continue with step 6.

3. (Optional) Click **Unverified** to verify the email address you added.

Account Info

Parent Name
Email: parent_name@gmail.com
Not an admin (Active)

ACCOUNT MEMBERS BILLING SUMMARY FUNDRAISING PAYMENT SETUP SERVICE HOURS CLASSES AGREEMENTS DUES SCHEDULE

Account Information Email Login Instructions Reset Password

SE First Name: * SE Last Name: *

Account Login Email: * Verified SE Account Connected: Connected Manage at sportsengine.com

Account Contact Information

Display First Name: * Display Last Name: *

Alternate Email 1: emailaddress@xxxxx.com Unverified

Alternate Email 2: Alternate Email 3:

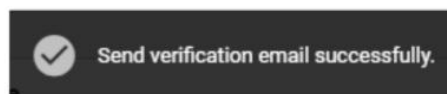
4. (Optional) When the Confirm message displays with the email address you entered, click **Send**.

Confirm

Are you want to send verification email now?
emailaddress@xxxxx.com

Send Cancel

This message confirms that your email address is saved:



You also will receive a confirmation email from Rockwood Swim Club via TeamUnify.



5. (Optional) If desired, type up to two more email addresses in the **Alternate Email 2:** and **Alternate Email 3:** fields (repeat steps 3 through 5).

A screenshot of a web form titled "Account Contact Information" with a blue header bar. The form contains several input fields. At the top, there are two fields: "Display First Name:" and "Display Last Name:", both with red asterisks indicating they are required. Below these are two more fields: "Alternate Email 1:" and "Alternate Email 2:". The "Alternate Email 1:" field contains the text "emailaddress@xxxxx.com" and has a green "Verified" label to its right. The "Alternate Email 2:" field contains the text "2nd_email_address@xxxxx.com" and has a yellow "Unverified" label to its right. To the right of the "Alternate Email 2:" field is an empty "Alternate Email 3:" field. At the bottom right of the form is a grey "SAVE" button.

6. Click **SAVE** to save the email address(es).