



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' screen of the Team Unify platform. The left sidebar includes links for 'Hello, Parent Name', 'USAS Safe Sport', 'Product Updates', 'Social Feed', 'My Account' (which is selected), 'Org Tools', 'Classes', 'Practice Management', 'Events & Competition', 'Videos', and 'Help & Training'. The 'View Team website...' and 'Need Help?' buttons are also visible. The main content area is titled 'Account Info' and contains tabs for 'ACCOUNT', 'MEMBERS', 'BILLING SUMMARY', 'FUNDRAISING', 'HISTORICAL BILLING INFORMATION', 'PAYMENT SETUP', 'SERVICE HOURS', and 'CLASSES'. The 'ACCOUNT' tab is selected, showing the 'Account Information' and 'Account Contact Information' sections. In the 'Account Contact Information' section, the 'Alternate Email 1:' field is highlighted with a blue border, indicating it is the current field of interest. Other fields in this section include 'Display First Name:', 'Display Last Name:', 'Alternate Email 2:', 'Alternate Email 3:', 'Mobile/SMS:', 'Carrier:', 'Address:', 'Address 2:', 'City:', 'State:', 'Zip:', 'Phone:', and 'Alternate Phone:'. At the bottom of the form, there is a 'Participate in Member Search:' dropdown set to 'Participate' and a 'Contacts' tab. 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

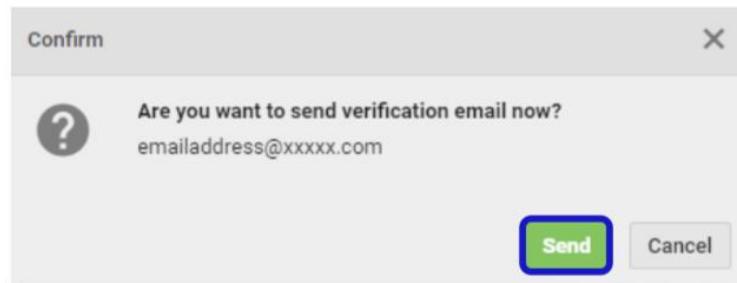
Account Contact Information

Display First Name: * Display Last Name: *

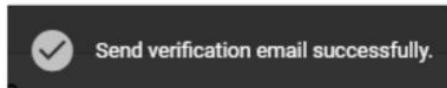
Alternate Email 1: emailaddress@xxxxx.com Unverified

Alternate Email 2: Alternate Email 3:

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



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).

Account Contact Information

Display First Name: *	Display Last Name: *
<input type="text"/>	<input type="text"/>
Alternate Email 1: <input type="text" value="emailaddress@xxxx.com"/>	Verified
Alternate Email 2: <input type="text" value="2nd_email_address@xxxx.com"/>	Unverified
Alternate Email 3: <input type="text"/>	

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