



How to Add Emails to My Account

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

1. Access your account. If you need help, click this link to access the instructions in [How Do I Access My Team Unify Account:](#)
<https://www.teamunify.com/team/scmvn/page/team-unify-faqs>.
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.

Account Info

Hello, Parent Name >

USAS Safe Sport

Product Updates

Social Feed

My Account >

Org Tools >

Classes >

Practice Management >

Events & Competition >

Videos

Help & Training >

View team website...
Need Help?

Account Info

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

ACCOUNT MEMBERS BILLING SUMMARY FUNDRAISING HISTORICAL BILLING INFORMATION PAYMENT SETUP SERVICE HOURS CLASSES

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:

Alternate Email 2: Alternate Email 3:

Mobile/SMS: Carrier: None Mobile/SMS: Carrier: None

Address: * Address 2: City: * State: * Zip: *

Phone: * Alternate Phone:

Participate in Member Search: Participate

Contacts

SAVE



NOTE

Steps 3, 4, and 5 are optional. You do not have 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: **Unverified**

Alternate Email 2: Alternate Email 3:

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

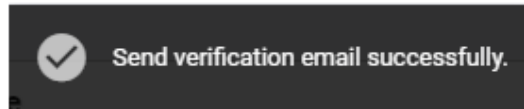
Confirm

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 Mission Viejo Nadadores via TeamUnify.

- (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: Verified	
<input type="text" value="emailaddress@xxxxx.com"/>	
Alternate Email 2: Unverified	Alternate Email 3:
<input type="text" value="2nd_email_address@xxxxx.com"/>	<input type="text"/>

- Click SAVE to save the email address(es).
- Click this link to continue with other Team Unify instructions:
<https://www.teamunify.com/team/scmvn/page/team-unify-faqs>
 - How to Change My Athlete's Apparel Sizes
 - How to Enter or Update My Credit Card
 - Where Can I See My Billing History
 - How Many Service Hours Have I Done or Owe
 - How Can I Access the Team Directory
 - How Do I Sign Up for a Meet
 - How Do I Sign Up for a Volunteer Job
 - How Do I Suspend My Membership