



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 options like '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'. Below this 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'). The 'Account Contact Information' section is highlighted in blue and contains fields for 'Display First Name', 'Display Last Name', and 'Alternate Email 1' (which is highlighted with a blue border). Below this are fields for 'Alternate Email 2' and 'Alternate Email 3', along with 'Mobile/SMS' and 'Carrier' fields. At the bottom, there are fields for 'Address', 'Address 2', 'City', 'State', 'Zip', 'Phone', and 'Alternate Phone'. A 'Participate in Member Search' dropdown is set to 'Participate'. A 'Contacts' section is visible at the bottom, and a green 'SAVE' button is located in the bottom right corner.



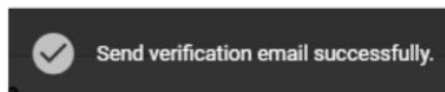
NOTE

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.

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:	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"/>

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