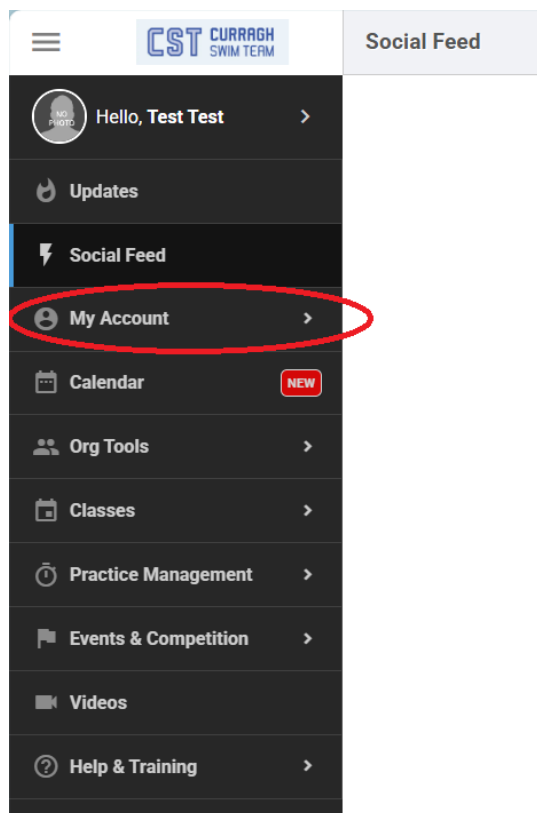# How to change the log in and recipient email address

In order to do this, the account has to be signed in to via the website, for information on how to do this please see the guide located on the website here

Curragh Swim Team - Guidance & Advice

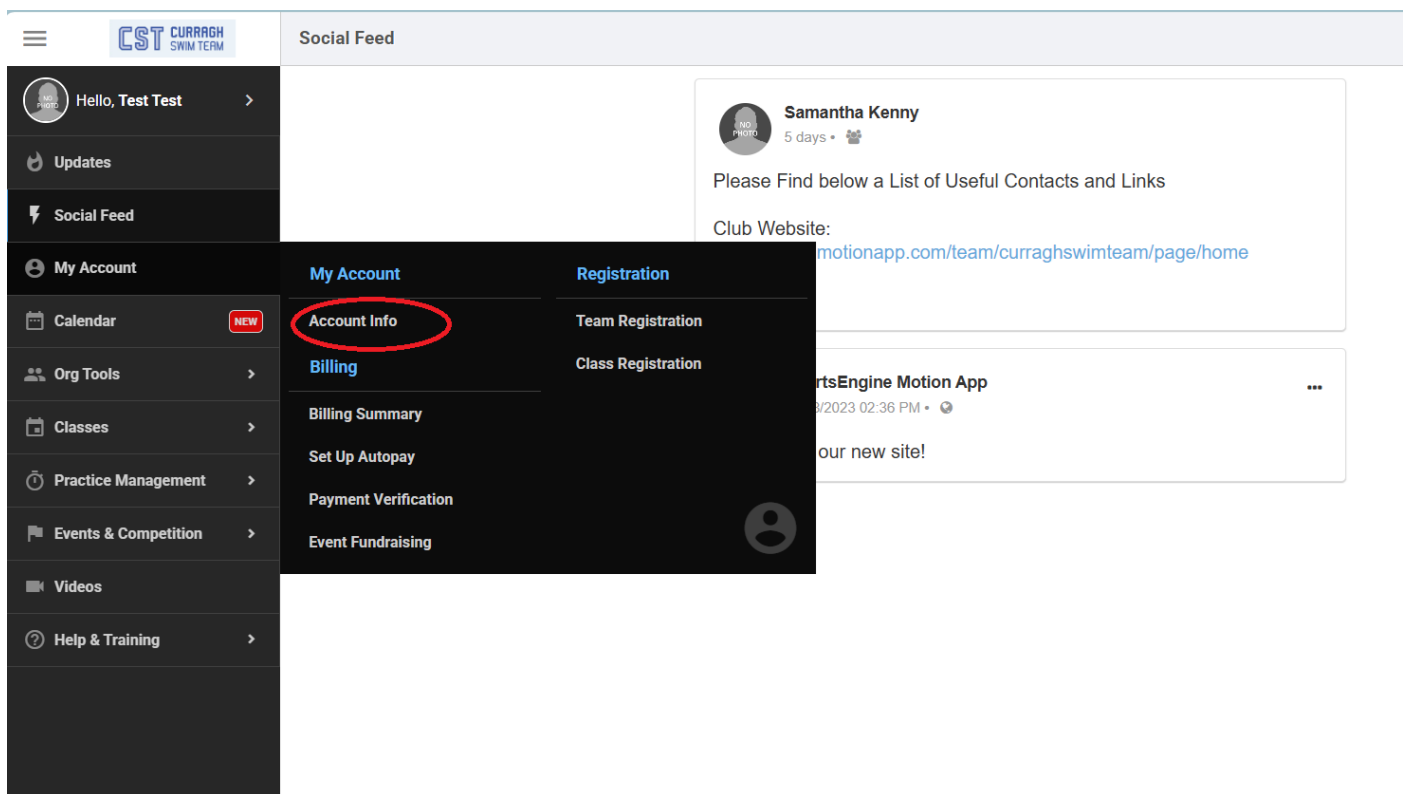Once the account has been signed in to please follow the steps below.

**Step 1**

On the black panel on the left side of the screen click my account as shown circled below

## Step 2

A menu will pop out to the side, click on the words "Account Info" as shown circled in red in the picture below
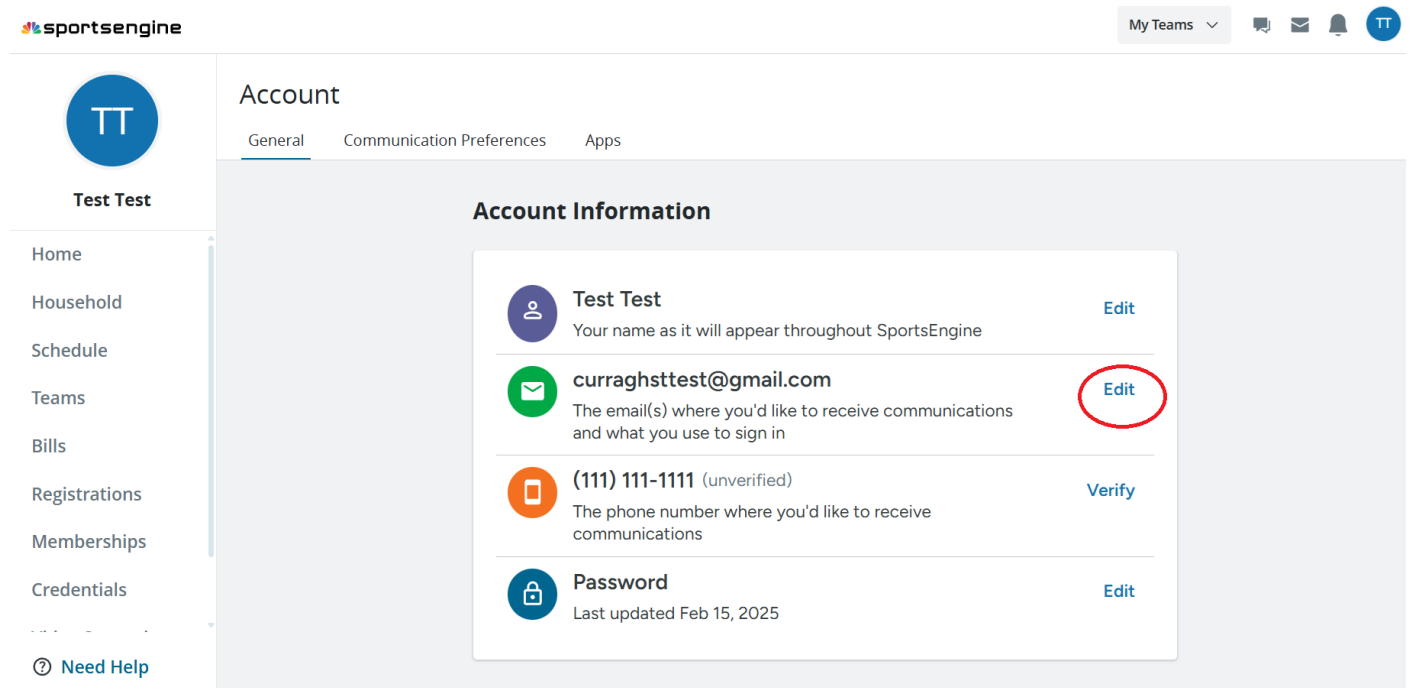


## Step 3

Under the account tab you will see your first and last name, which also can be changed if there is an error and your log in email address. Beside the email address is a green button that says "manage at sportsengine.com", click on this button and a window will pop up with your sportengine account information
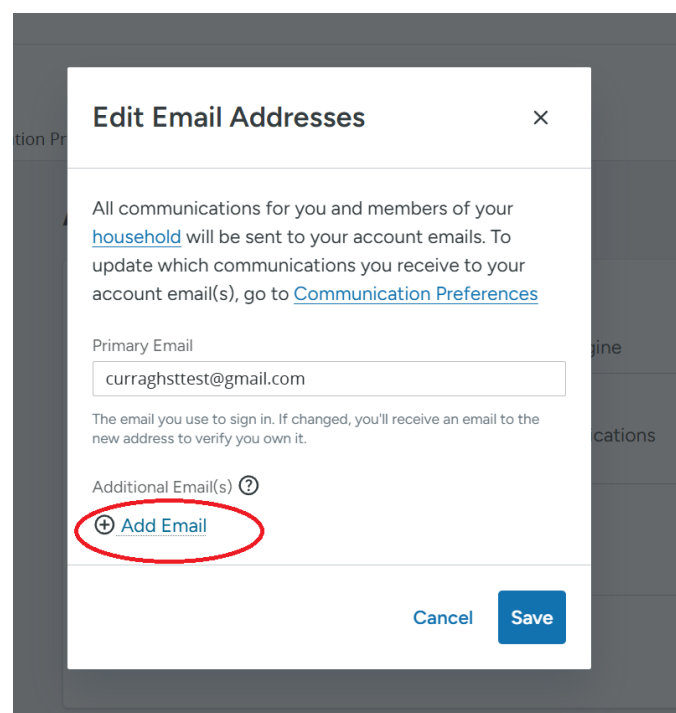
**Step 3**

This will bring you to your SportsEngine Profile. Under the general tab in the new window, beside the email address is the word edit, click on it, as shown circled in red in the picture below.



**Step 4**

A pop up will appear and in that pop up you will see the words "add email" click on this

## Step 5

A box will appear above where it says "Add email" asking for an additional email address.  Enter into the box the email address that is to be the new log in email address. A verification email will be sent to that new email address, open the email and verify the account



## Step 6

This will bring you back to the SportsEngine Profile Home page.  Beside the Email address shown circled in yellow in the picture below. the words "+1 Additional Email Address" will appear.  Click on Edit shown circled in red in the picture below.

**Step 7**

Once entered and verified the new email address will appear under additional emails and beside it the words "make primary" click on those words as shown circled below and then click on the Save button. This will now be the new log in email address and will receive all account information emails



**Step 7**

Log out of all devices and the website. Now when you log in you can use the new email address that has been set up and the same password that was previously set in order to log in to the account