



How to change the log in and recipient email address

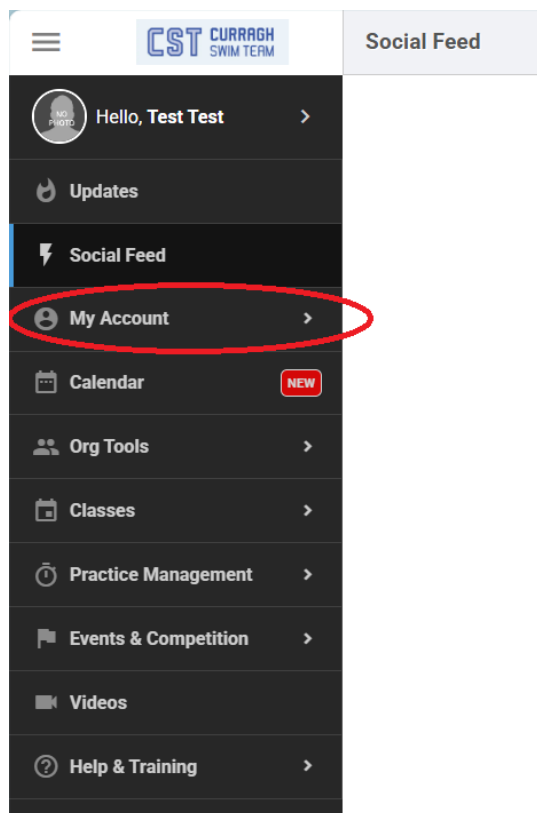
In order to do this, the account has to be signed in to via the website, for information on how to do this please see the guide located on the website here

[Curragh Swim Team - Guidance & Advice](#)

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

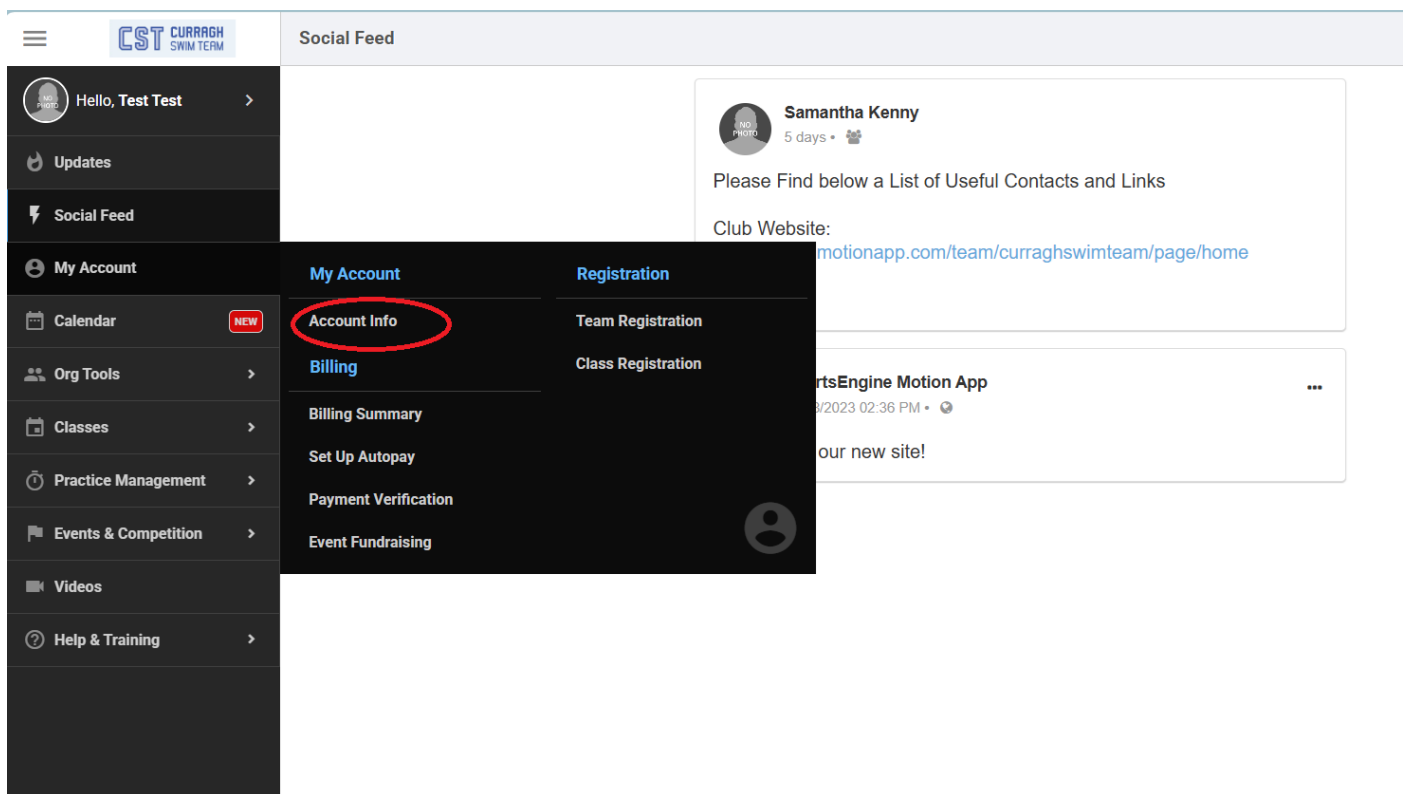
Step 1

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



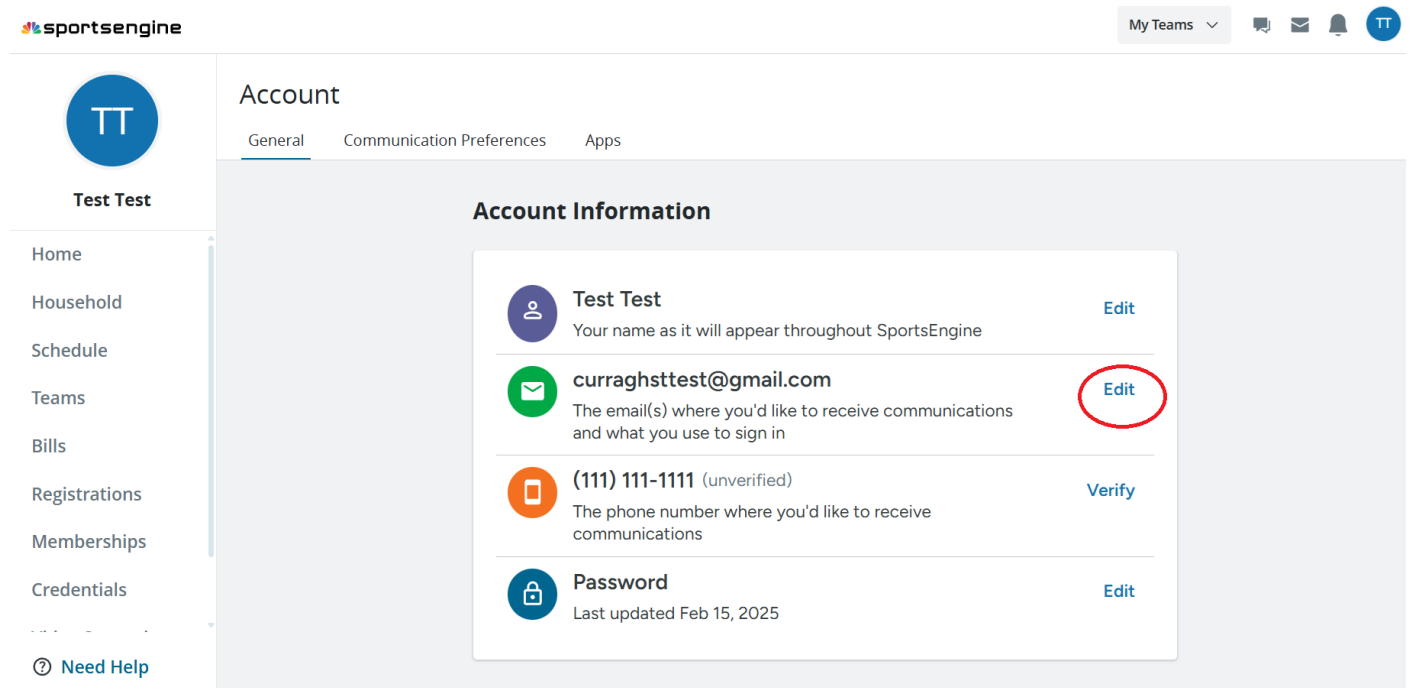
Step 3

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

The screenshot displays the 'Account Info' page within a web application. At the top, the user's profile is shown with the name 'Test Test', email 'curraghsttest@gmail.com', and status 'No roles assigned (Active)'. Below this is a horizontal tab bar with 'ACCOUNT' selected. The 'Account Information' section contains fields for 'SE First Name' (Test), 'SE Last Name' (Test), 'Account Login Email' (curraghsttest@gmail.com, marked as 'Verified'), and 'SE Account Connected' (Connected). A green button labeled 'Manage at sportsengine.com' is circled in red. At the bottom, the 'Account Contact Information' section has fields for 'Display First Name' (Test) and 'Display Last Name' (Test). The page also includes links for 'Email Login Instructions' and 'Reset Password'.

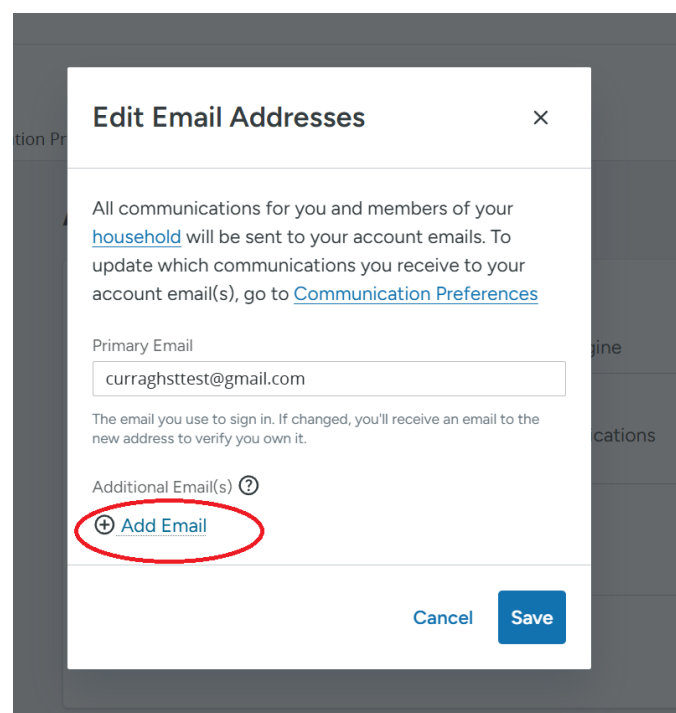
Step 3

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

Edit Email Addresses

All communications for you and members of your [household](#) will be sent to your account emails. To update which communications you receive to your account email(s), go to [Communication Preferences](#)

Primary Email

curraghsttest@gmail.com

The email you use to sign in. If changed, you'll receive an email to the new address to verify you own it.

Additional Email(s) [?](#)


NewEmail@email.com

[+ Add Email](#)

[Cancel](#) [Save](#)

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.




Test Test

[Home](#)
[Household](#)
[Schedule](#)
[Teams](#)
[Bills](#)
[Registrations](#)
[Memberships](#)
[Credentials](#)
[Need Help](#)

Account


[General](#) [Communication Preferences](#) [Apps](#)

Account Information




Test Test
Your name as it will appear throughout SportsEngine

Edit




curraghsttest@gmail.com +1 additional email
The email(s) where you'd like to receive communications and what you use to sign in

Edit



(111) 111-1111 (unverified)
The phone number where you'd like to receive communications

Verify



Password
Last updated Feb 15, 2025

Edit

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

Edit Email Addresses

×

All communications for you and members of your [household](#) will be sent to your account emails. To update which communications you receive to your account email(s), go to [Communication Preferences](#)

Primary Email

curraghsttest@gmail.com

The email you use to sign in. If changed, you'll receive an email to the new address to verify you own it.

Additional Email(s) ?

NewEmail@email.com

⊖ [Make Primary](#)

⊕ [Add Email](#)

Cancel

Save

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