

# Kilkenny Swim Club



## How to change the log in and recipient email address

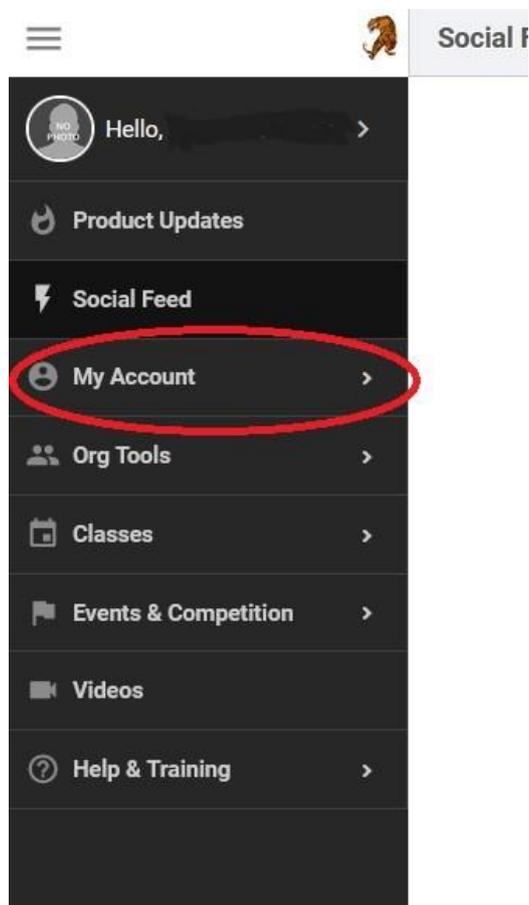
In order to do this, the account has to be signed in to via the website, for information on how to do this please see the guide located on the website here

<https://www.kilkennyswimmingclub.ie/team/kilkennysc/page/guides>

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, a section will pop out to the side, click on account info button and a window will pop up with your account information in



## Step 2

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



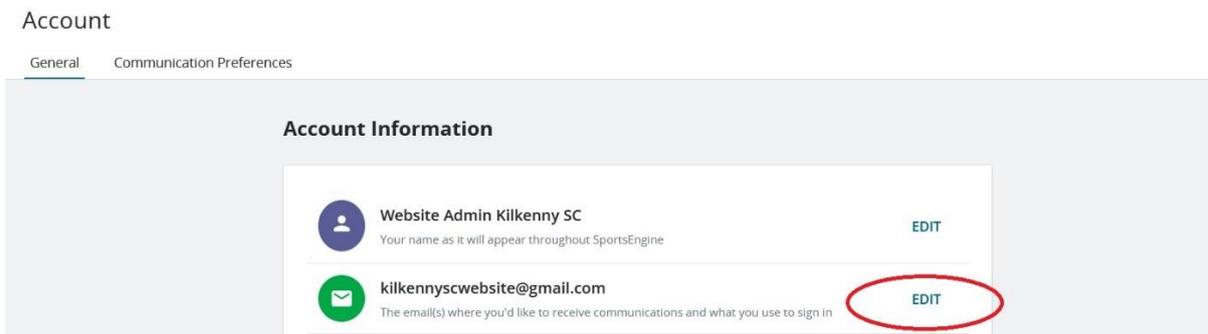
The screenshot shows a web application interface with a navigation bar at the top containing 'ACCOUNT', 'MEMBERS', 'BILLING SUMMARY', 'PAYMENT SETUP', 'FUNDRAISING', 'CLASSES', 'NOTIFICATIONS', and 'AGREEMENTS'. Below the navigation bar is a blue header for 'Account Information' with links for 'Email Login Instructions' and 'Reset Password'. The form contains the following fields:

SE First Name: *	SE Last Name: *
Website Admin	Kilkenny SC
Account Login Email: *	SE Account Connected:
kilkennyscwebsite@gmail.com	Connected

A green button labeled 'Manage at sportsengine.com' is circled in red in the original image.

## Step 3

Under the general tab in the new window, beside the email address is the word edit, click on it.



The screenshot shows a new window titled 'Account' with two tabs: 'General' and 'Communication Preferences'. The 'General' tab is active, displaying 'Account Information'.

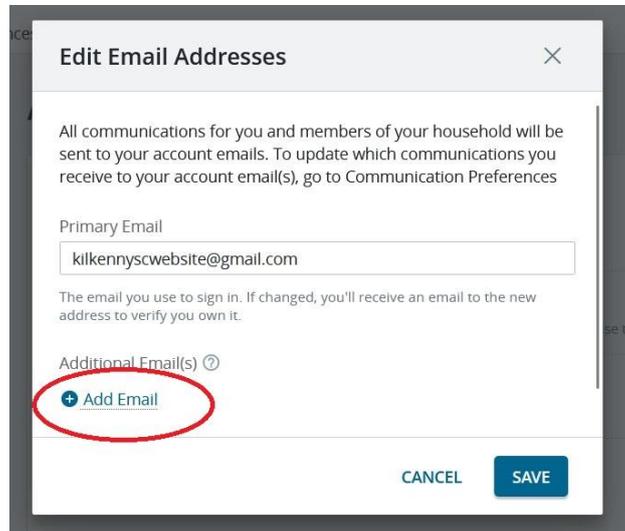
The account information is presented in a list:

- Website Admin Kilkenny SC** (with a person icon) - Description: Your name as it will appear throughout SportsEngine - [EDIT](#)
- kilkennyscwebsite@gmail.com** (with an envelope icon) - Description: The email(s) where you'd like to receive communications and what you use to sign in - [EDIT](#)

The 'EDIT' button for the email address is circled in red in the original image.

#### Step 4

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



**Edit Email Addresses** [X]

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  
kilkennyscwebsite@gmail.com

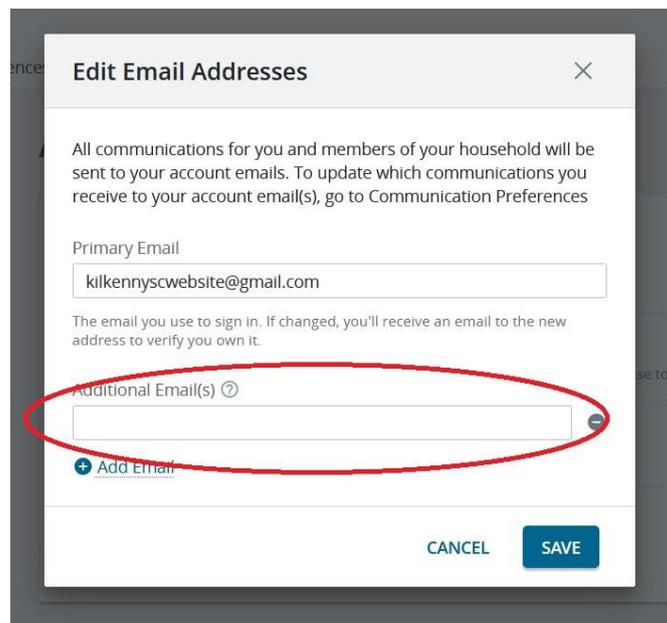
The email you use to sign in. If changed, you'll receive an email to the new address to verify you own it.

Additional Email(s) ⓘ  
**+ Add Email**

CANCEL SAVE

#### 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** [X]

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  
kilkennyscwebsite@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.

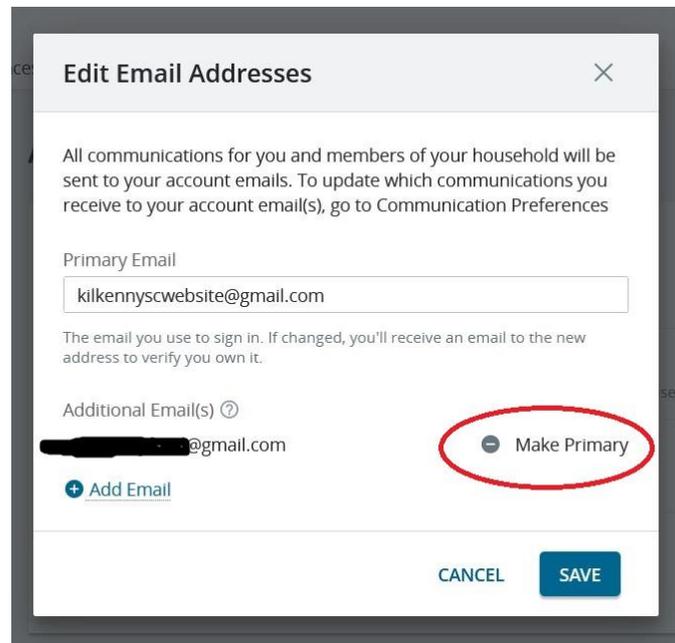
Additional Email(s) ⓘ  
[Empty Input Field]

**+ Add Email**

CANCEL SAVE

## Step 6

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. 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

kilkennyscwebsite@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) ?

██████████@gmail.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 an the same password that was previously set in order to log in to the account