

Adding an additional user to an account

You can add an additional user to be linked to a single account! An invite can be sent through email to be added to an account, where the additional user will have their own username and password to access the account. This will allow multiple users to get updates, view payments, and volunteer while linked to one account but still have a separate login.

To add an additional user, you can add them as an additional contact while initially creating an account, as a volunteer during registration, or add them later from your **My Account Screen > Edit Account Info > Add Additional Account Holder**

While creating a new user, you will have the option to enter in an additional contact.

Account Holder 2: Additional Parent/Guardian Information

After filling in this information, once you click "Continue" below we will send an account invite to the person designated.

| | |
|--|---|
| Gender* | Male |
| First Name* | Ron |
| Last Name* | Granger |
| Additional Contact Email | test@test.com |
| Select your relationship to your participants: | Select your relationship to your participants |

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The additional user will receive an email where they can accept the invite to the account. They will then be prompted to make their own Username and Password and create a new account to be linked as an additional user. (see next page)



Sombrero LAX

Invitation to join account!

Hey, Ben!

Luke Skywalker created an account on the Sombrero LAX website and invited you to join it! By accepting this invitation you'll be asked to create a new username and password. You'll then have access to manage your joint account and participants as well as sign up as a team staff member or club volunteer.

Accept Invite

If you have any questions or concerns please feel free to reach out to our support ninjas at support@bluesombrero.com.

Thanks!

The Blue Sombrero Team

You can also add the additional user in as a volunteer.

Who would you like to sign up for the following position(s)?

1 2018 Spring Baseball Tee Ball - Little League Baseball Head Coach Rec

MD Sign up Mary Day (Selected)

+ Sign up a Family Member

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To re-send an invite to the additional user, cancel the invitation to the additional user, or invite an additional user at a later time, go to **account settings > edit account info** in the top right corner of the My Account screen.

You will then be able to resend an invite, cancel the invite, or invite another user.

Please note, you can invite more than one additional user to your account. If the additional user does not accept the invite and create a new username/password, the additional user will still receive Team and Schedule communication from your organization.

Tip: If the additional user invite is being sent because of an added volunteer role, but your family only wants one login, consider changing the primary contact first name and last name to that of the volunteer/additional user.

Additional Account Users

Larry Day

Email: lday1234@gmail.com

Username: Pending

Edit Resend Invitation