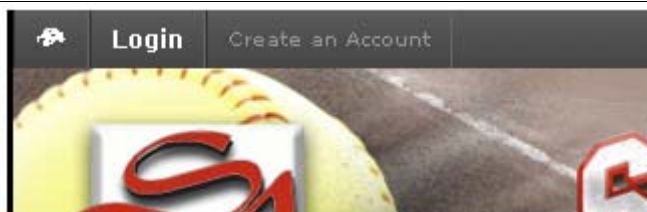# Parent Adding Another Email Address Instructions

Primary and Secondary Email addresses are to be used and added for your own Sport Ngin account. If you would like someone not associated with your account to receive email communications regarding your child, you would need to add them to the **CC: List** for your child's sub-profile.

- Primary email addresses will receive account information, financial/order receipts, notifications and profile messages.
- Secondary email addresses on your account will receive profile messages only. (i.e. a coach sends an email regarding your child)

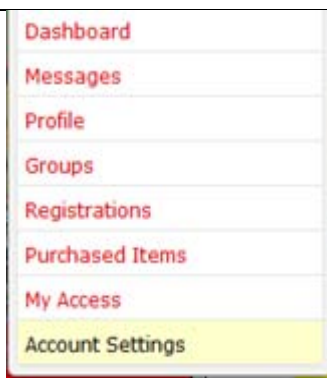|	
Navigate to www.suburbanathletics.com homepage and click **Login** in the upper left hand corner.	
Log into site using the website login you registered your child with: i.e. myusername, mypassword *If yo*u have forgotten your login, click on the 'forgot your password' link.	
Once you are successfully logged in, you will see your username appear in the upper left corner of the website. Click on the drop down arrow next to your username to access your account menu. Click the **Account Settings** option.	
You will first need to add the new email. To do this, click the Add Email Address link next to the Email Addresses section.	

Enter the new email address in the field provided to add it to your account.	
Upon adding a new email address, a confirmation email will be sent to the new email address. If you do not see the verification email in your Inbox after a couple of minutes, be sure to check your Spam/Junk folder. This email address will remain in a 'pending' state until you confirm it. When the verification email is received click on the verification link within the email to confirm the new email address. This will bring you back to your Sport Ngin Account.	
Within your Sport Ngin Account Settings, you will now see the email address you added listed as a secondary email. (You can add multiple secondary emails to your account) Please Note: Secondary emails DO NOT receive order or account emails such as password resets or registration confirmations. Secondary email addresses only receive profile notifications sent by an organization.	