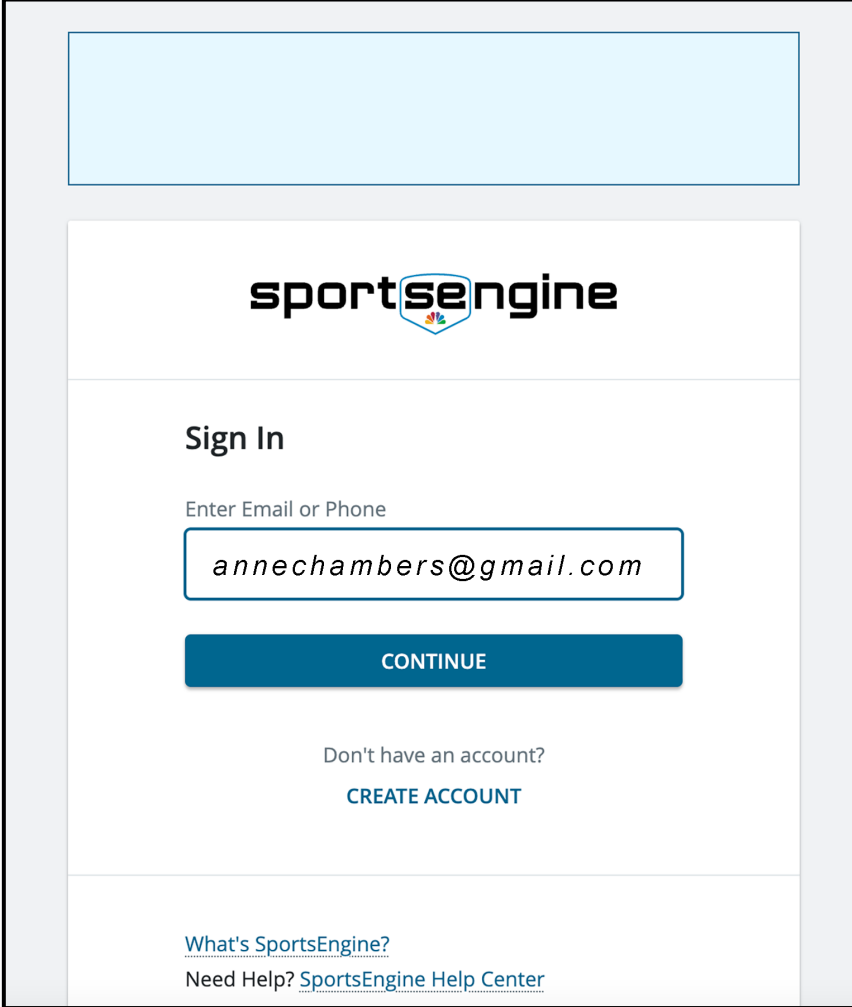


HOW TO CHANGE THE
ACCOUNT OWNER
in **SportsEngine**

Log In to SportsEngine with your email and password as you normally would



The image shows a screenshot of the SportsEngine login interface. At the top, there is a light blue rectangular area. Below it is the SportsEngine logo, which consists of the word "sport" in a bold, lowercase sans-serif font, followed by "engine" in a similar font, with a small colorful icon of a person running between the two words. Underneath the logo is the heading "Sign In". Below the heading is a text input field with the placeholder text "Enter Email or Phone". The email address "annechambers@gmail.com" is entered into this field. Below the input field is a dark blue button with the word "CONTINUE" in white, uppercase letters. Below the button is the text "Don't have an account?" followed by a blue link that says "CREATE ACCOUNT". At the bottom of the page, there are two links: "What's SportsEngine?" and "Need Help? SportsEngine Help Center", both in blue text.

sportengine

Sign In

Enter Email or Phone

annechambers@gmail.com

CONTINUE

Don't have an account?
[CREATE ACCOUNT](#)

[What's SportsEngine?](#)
[Need Help? SportsEngine Help Center](#)

If your Athlete's name appears on the Welcome page, your Athlete is the SE **Account Owner**

The Account Owner must be changed to his Parent or Guardian

Bobby (the Athlete) cannot be the **Account Owner** even if his Parent's email is attached to the Account

Continue to SportsEngine.com >

sportsengine

Welcome back, Bobby! Where to?

My Account

BC Bobby Chambers **CONTINUE**

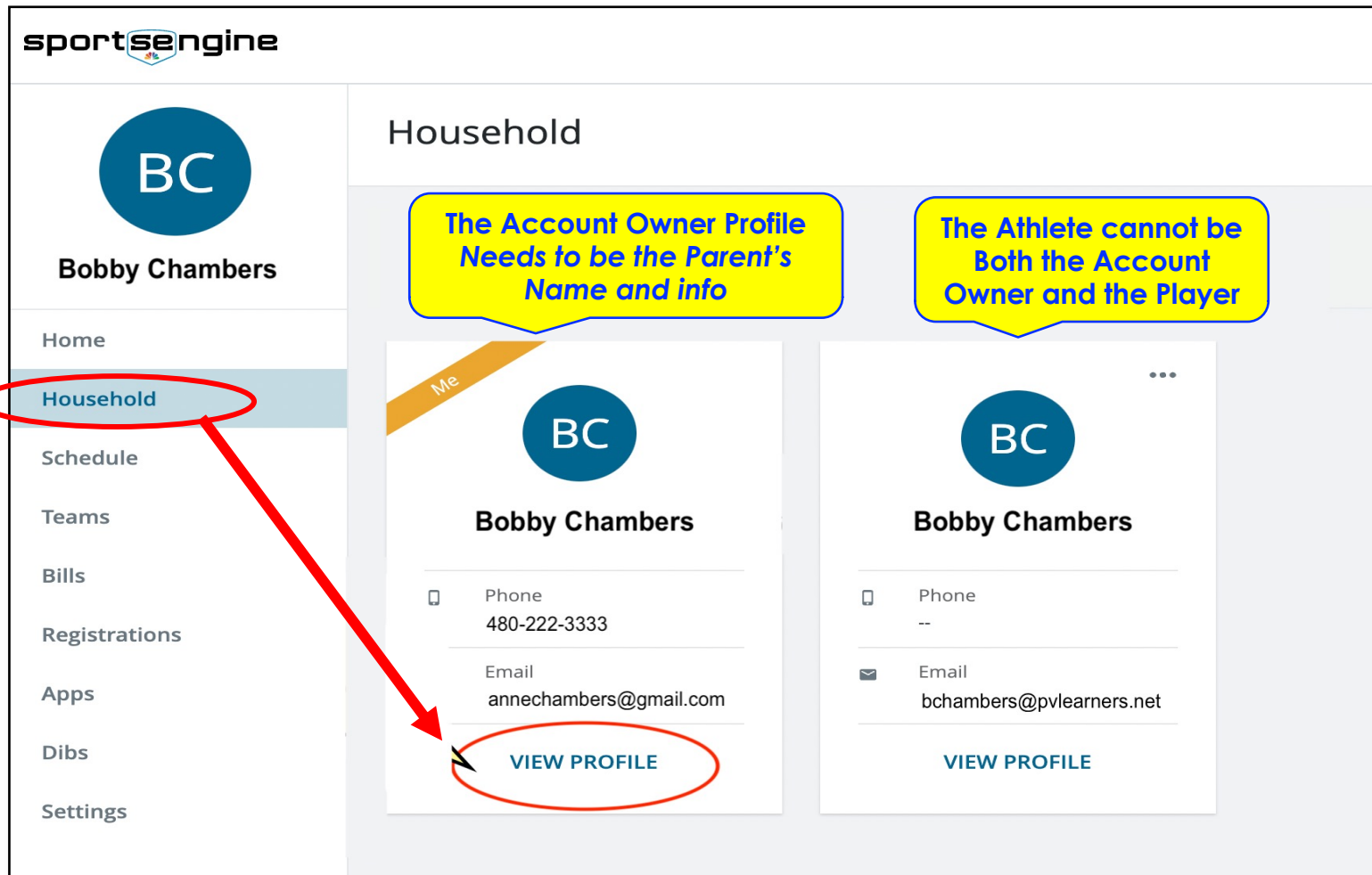
My Teams

P Pinnacle-JV
Pinnacle HS Football **CONTINUE**

Home
Household
Schedule
Teams
Bills
Registrations
Apps
Dibs
Settings

Change the Account Owner from Player to Parent

1. Click on **Household**
2. Tap **View Profile** on the Account Holder's Profile and
3. Tap **Edit Information** and add parent/guardian's name & info.



4. Tap the **Pencil** to **Edit** the Record Info
5. Change Player info to Parent/Guardian's info
6. Change Player DOB to Parent DOB *(DOB must be over 18)*
7. Ensure Contact Email and Phone # are the Parent's not Player

The screenshot shows the sportsengine app interface. On the left is a navigation menu with items: Home, Household, Schedule, Teams, Bills, Registrations, Apps, Dibs, and Settings. The main content area is titled 'Household' and shows a profile for 'Bobby Chambers'. A yellow callout box with red text says 'Important: Do NOT Merge Accounts' and has a red arrow pointing to the 'NO' button in a dialog box that asks '2 Bobbys found in your household—are they the same person?'. Below this is the 'Profile Information' section with fields for First Name (Bobby), Nickname (--), and Middle Name. A yellow callout box with red text says 'Tap Pencil to Edit' and has a red arrow pointing to the edit icon (a pencil inside a circle) in the top right corner of the profile information section.

- When finished replacing the information, **Save** Your Changes and **Exit** out of SportsEngine

Profile Organizations


Disability Status *(optional)*

Graduation Year *(optional)*

Service in the US Armed Forces *(optional)*

SportsEngine ID
SN-PYH972843

CANCEL **SAVE**



9. Log back into SE and the Parent/Guardian's name will now display on the Welcome Page.

Anne (the Parent) is now the Account Owner

The screenshot displays the SportsEngine web application interface. At the top left is the 'sportsengine' logo. In the top right corner, there is a 'My Teams' dropdown menu, notification icons for 16 and 99+ messages, and a user profile icon with the initials 'AC'. On the left side, a vertical navigation menu lists: Home, Household, Schedule, Teams, Bills, Registrations, Apps, Dibs, and Settings. The main content area features a 'Continue to SportsEngine.com >' link at the top right. Below this is the 'sportsengine' logo and the heading 'Welcome back, Anne! Where to?'. Under the heading, there are two sections: 'My Account' and 'My Teams'. The 'My Account' section contains a card with a circular profile picture containing 'AC', the name 'Anne Chambers', and a blue 'CONTINUE' button. The 'My Teams' section contains a card with a 'P' logo, the name 'Pinnacle-JV', the text 'Pinnacle HS Football', and a blue 'CONTINUE' button. A yellow callout box with a blue border and the text 'Anne (the Parent) is now the Account Owner' has two red arrows pointing to the 'AC' profile picture in the left sidebar and the 'Anne Chambers' card in the 'My Account' section.

10. Next: Click on “Household”

- The **Parent/Guardian** should now be the **Account Holder**
- The **Player** should show as a Sub Account

The screenshot displays the SportEngine app interface. The top navigation bar includes the SportEngine logo, a 'My Teams' dropdown menu, and notification icons for messages (16) and emails (99+). The left sidebar contains navigation options: Home, Household (selected), Schedule, Teams, Bills, Registrations, Apps, Dibs, and Settings. The main content area is titled 'Household' and shows two profile cards. The first card, for Anne Chambers (AC), is highlighted with a yellow callout box stating 'Anne (Parent) is the Account Owner' and has a red arrow pointing to her profile icon in the sidebar. The second card, for Bobby Chambers (BC), is also highlighted with a yellow callout box stating 'Bobby (Player) is a Member or Anne's Household'. Both cards display contact information (Phone and Email) and a 'VIEW PROFILE' button.

11. Open a new Browser Window
12. Click or copy & paste this link & re-register your Player for the 2023 Football Season <https://pinnaclefootball.sportngin.com/register/form/359197171>
13. Select the Person you are Registering or add a New Player
14. Complete the registration

The screenshot shows the 'sportengine' website interface for 'Pinnacle HS Football' with the title '2023 Football Registration - PHS'. The left sidebar contains a navigation menu with '2023 Season Registration' checked, and other options: 'Who Are You Registering?', 'Information', 'Review', and 'Receipt'. The main content area is titled 'Who Are You Registering?' and 'SELECT THE PERSON YOU ARE REGISTERING'. It lists three options: 'Anne Chambers (self)', 'Bobby Chambers (Partner)', and 'A New Player'. A yellow callout bubble points to the 'A New Player' option with the text 'Or Add a New Player Here'. Another yellow callout bubble points to the 'Bobby Chambers (Partner)' option with the text 'Select the player(s) and complete Registration'. At the bottom of the form is a blue 'CONTINUE' button and a search icon.

15. Complete Your Athlete's Registration

16. Then **Submit**

sportsengine

P Pinnacle HS Football
2023 Football Registration - PHS

2023 Season Registration
Who Are You Registering?

Information
Review
Receipt

Currently Registering: Bobby Chambers

Be sure to enter the Grade your athlete will be entering next Fall!

STUDENT ATHLETE INFORMATION

Player Grade in Fall of 2023: *
10th

Player First Name: *
Bobby

Player Last Name: *
Chambers

Player Date of Birth: *
December 14 2007

When you are finished...

Please email your **Team Reps** and ask them to check your registration to verify it is now correct.



Please contact your Team Rep if you are still having trouble!