

How to Add and/or Verify Additional Emails

How to Add and Verify Secondary Emails

Each account has only one login email, always listed first in your account settings. You may have additional emails. If you put two emails on your sign up form, then you probably have two emails already entered into your account. This tutorial does not cover logging into the team website. After you have logged in, follow the below steps to add and/or verify additional email accounts.

1. **Navigate to your account** – To navigate to your account, log into the team database, then click on gray “My Account” on the left list of sections, then click on the “My Account” that appears as a submenu item. The two items to click are shown below. This will load your account where you can see your login email and any secondary email accounts.

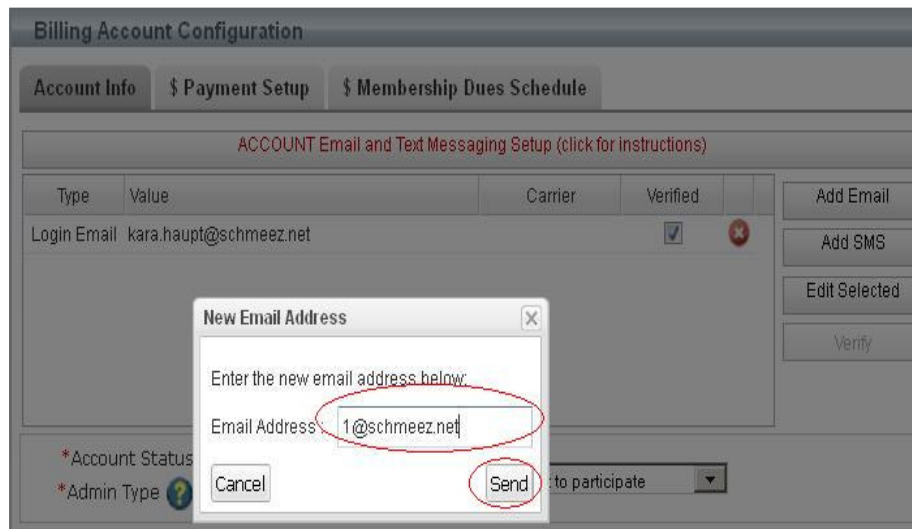


2. **Adding a new email** - If you don't already have secondary emails or wish to add more, follow the below steps, otherwise skip to step 3 to verify an email address.
 - a. Click the “Add Email” button at the right of your email addresses, circled below in red.

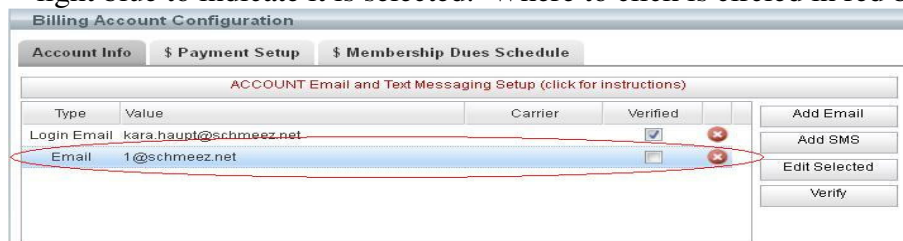


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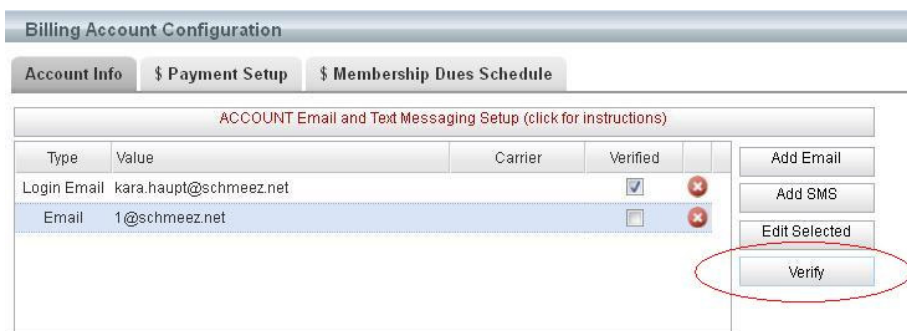
- b. In the “New Email Address” dialog that pops up, enter in your new email address in the “Email Address:” field and click the “Send”, circled below in red.



3. **Verify email address already entered** – To verify an already entered email address, click on the email address row to be verified. The row will highlight light blue to indicate it is selected. Where to click is circled in red below.

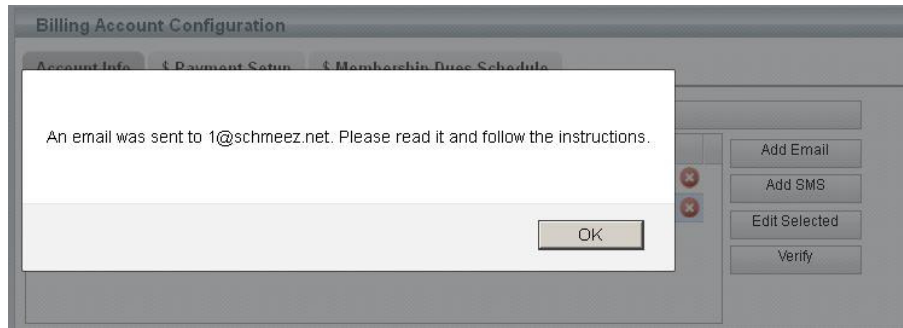


4. After the email address highlights in blue, click the “Verify” button, circled in red below.

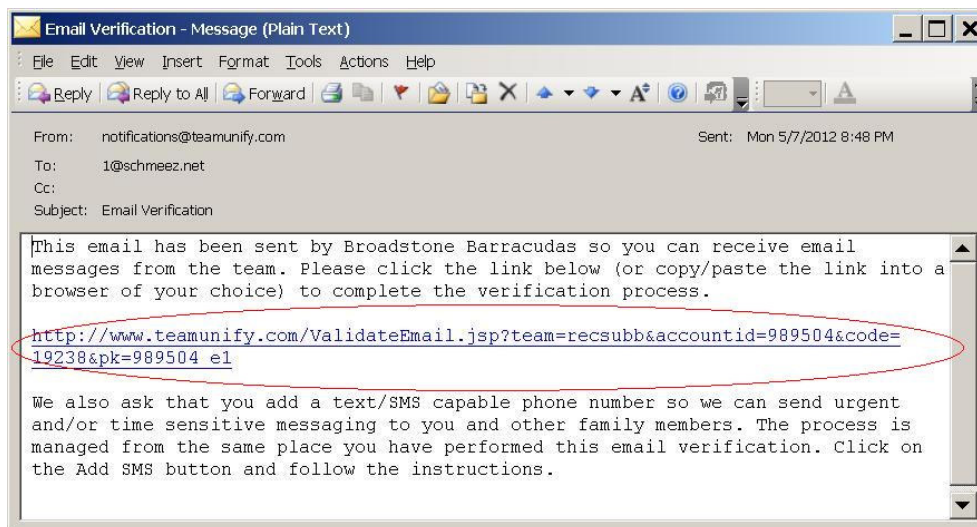


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5. Click OK on the resultant popup indicating an email was sent to the email being verified, as shown below.



6. You will then receive an email, shown below. Click on the hyperlink circled in red to verify the email address.



7. You will be taken back to the team website, and you will see a "SUCCESS" message if the email verified correctly, as shown below.



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8. Finally, click on the “Return to account page” hyperlink circled in red above. Double check the email you were verifying now has a check in the “Verified” column.

Billing Account Configuration

Account Info \$ Payment Setup \$ Membership Dues Schedule

ACCOUNT Email and Text Messaging Setup (click for instructions)

Type	Value	Carrier	Verified	
Login Email	kara.haupt@schmeez.net		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email	1@schmeez.net		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Email
Add SMS
Edit Selected
Verify