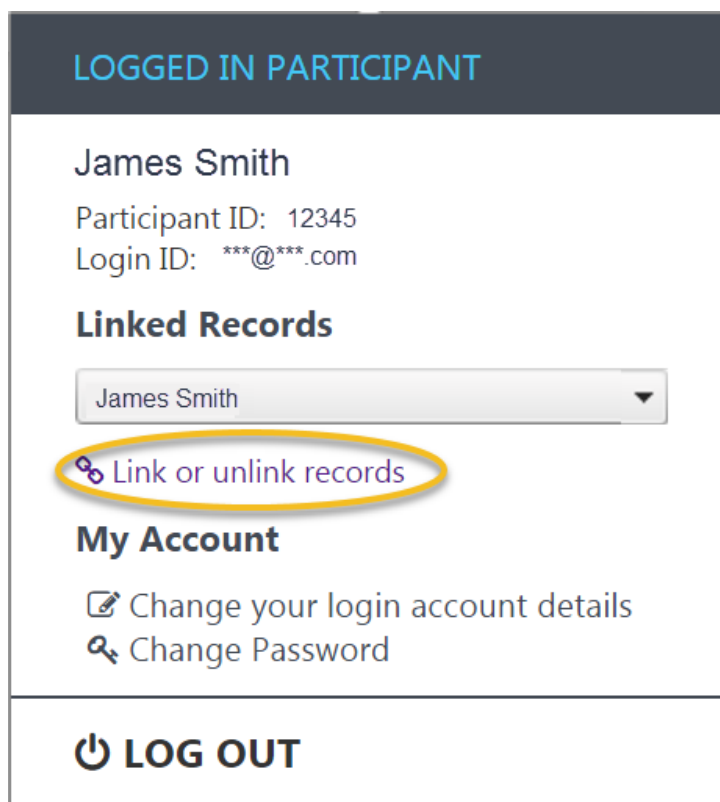


How do I link an account to my login account?

You can **link** accounts that use your Login email (such as other family members) by searching for other records to Link. This way, you can have a single Login email, and view all family details.

1. Go to [Link or unlink records](#) via your name dropdown in the header



The screenshot shows a user profile header for 'James Smith'. It includes fields for 'Participant ID: 12345' and 'Login ID: ***@***.com'. Under the 'Linked Records' section, there is a dropdown menu currently showing 'James Smith'. Below the dropdown, a button with a link icon and the text 'Link or unlink records' is circled in yellow. Below this is the 'My Account' section with options to 'Change your login account details' and 'Change Password'. At the bottom is a 'LOG OUT' button with a power icon.

2. Linked participants are displayed for your account

Linked Participants

You can **link** accounts that use your Login email (such as other family members) by searching for other records to Link.

You can **unlink** accounts that are no longer required to be linked (such as children who have their own email address) by selecting Unlink on a linked account.

Participant ID	Name	Sport	
12345	James Smith	Netball	\$ Unlink...
23456	Mary Smith	Netball	\$ Unlink...

3. Click on the **Search for other records to Link** button, and select other records matching your Login email, then select Link selected Records to link these to your account.

Link records

The following participant records have been found that are a match for your email address.
Check the box in the Link column for those you want to link to this account then click the *Link selected Records* button.
If there are records in the list that you feel shouldn't be there, please contact support as they will need to have their email details changed.
Note: If you link any records that have a existing LoginID, then the participant details won't then be able to be accessed via the existing accounts, as participant records can only be linked to one user account.

Participant ID	Name	Sport	Existing LoginID	Link
23456	Mary Smith	Netball		<input type="checkbox"/>

Link selected Records