



Add Additional Account Holder

(aka Create a Family Account with Multiple Parents/Guardians)

1. You can Add an Additional Account Holder when you are initially creating your account, by entering Additional Account Holder Information at the bottom of the first page.

Additional Account Holder Information

First Name Last Name

Gender Relationship to Player

Contact Information

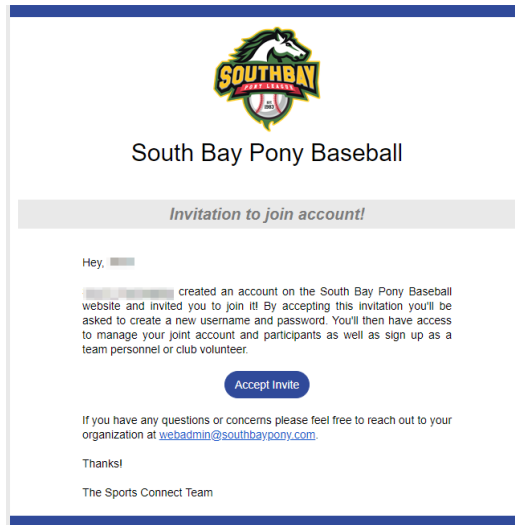
Additional Contact Email

2. Alternatively, after you have created an Account, you can add an Additional Account Holder by logging in to your account and clicking on the Edit Account Info icon.

- a. Then scroll to the bottom of the Account Holder Settings page and click the Add Additional Account Holder button.

[+ Add Additional Account Holder](#)

- Once you enter the Additional Account Holder information and click Continue or Save, an email will go to the Additional Account Holder, inviting the person to create a new account to be a member of this Family Account.



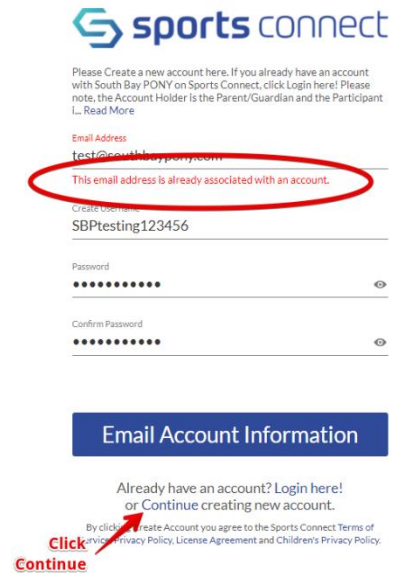
- Click Accept Invite and then CREATE a NEW Account.

a. *PLEASE NOTE*** - The Additional Account Holder CANNOT REUSE an account they already have open. They MUST CREATE A NEW ACCOUNT with the invitation sent.**

b. HOWEVER, you MAY reuse the same email for multiple accounts.

c. If you are using the same email that is attached to another account, you will receive a warning (see screenshot to the right) that the email is attached to another account. This a warning, not an error. You can click through the warning to continue.

d. If you already have an account, you can email the Web Admin AFTER you have created the new account, and request that they merge the two accounts. Please email WebAdmin@SouthBayPONY.com to make the request.



- One you have created the Additional Account Holder account, you will know that it worked because you will see the kids listed under Participants, on your My Account Page. You should not need to enter them again, because the Primary Account Holder already entered them. You will also see the programs in which the children have be registered.

The screenshot shows a user's 'My Account' page. At the top, there is a green header with the text 'Welcome back, Scott Champagne! Your email address is [redacted]'. Below this is a navigation bar with a 'Logout' button and a 'Register Now!' button. The main content area is divided into several sections:

- MY ACCOUNT** (selected): A sidebar menu with options for CALENDAR, VOLUNTEER, MY ORDERS, MESSAGES, and HOME.
- Summary Cards:** Five cards showing statistics: Open Orders (0), Volunteer Opportunities (12), New Messages (0), Upcoming Events (0), and Weather (53° in Redondo Beach, CA).
- Participants:** A section listing three children: Nathan Champagne, Noah Champagne, and Savannah Champagne. Each child's entry includes their name, D.O.B., email address, and a list of programs they are registered for (e.g., '2020 Spring Baseball' and 'Shetland National'). Red arrows point from the text 'Children listed under Participants' to the participant list, and from 'Programs in which the Participants are Registered' to the program list for Noah Champagne.
- Notes (Admin View Only):** A section for adding notes, with a 'View/Pay' button.
- OPEN BALANCE:** A section showing a 'Total Open Balance' of \$0.00, with a 'View/Pay' button.
- UPCOMING EVENTS:** A section showing 'No Upcoming Events' with a 'View All' button.

- As an Additional Account Holder, you can register the kids for additional/future programs. Please note that you do not have access to the Primary Account Holder's payment information. You must use your own forms of payment.
- As an Additional Account Holder, you will also receive all email communications for the children and have access to their schedules and results, both on the website and through the mobile app.