

Editing or Adding Member Contact Information

www.veronalacrosse.com

How to Edit an Existing Member Account

1. Go to www.veronalacrosse.com
2. On the left menu bar, click Edit My Account
3. Sign In
 - a. The Sign In Email and Password should have been created upon using the Registration System.
 - b. If not, a Member can enter their email address only and the site will email them a new password. However, this Member (if not in the Registration System) will not be linked to any specific program.
4. This will take the Member to their Family Page.
5. From this page you have several options.
 - a. **To edit information for an existing Guardian or Parent**, place the cursor over the member name to be edited. This will give you the option to “click to edit personal information”. This will take you to the member page to edit personal information.
 - b. **To Add a Guardian or Child to an Existing Member Account**, from the Family Page, simply click on Add Guardian or Add Child, and complete the information accordingly.

Adding another email address: An alternative to adding another guardian to account if you simply want that individual to receive notifications, is to edit information for an existing Guardian by simply adding another email address for notifications/correspondence. This is done by adding additional email addresses behind a current one (simply separate with a common or semi-colon).

Same email listed multiple times: Even if an email is listed multiple times, an email is only sent ONCE to that email account.

Notifications: Checking “Do Not Email” means ALL accounts with that email address listed will NOT receive email correspondence or game/practice notifications (not just that member record).

Edit My Account Restrictions

1. Parent members can change their personal information with a couple of exceptions. They cannot change Date of Birth, Grade Level, or US Lacrosse numbers, which are assigned to the account through coaches or player registration.
2. Guardian/Parent members can also add members to their family, but they cannot change or modify roster information or anything related to a team.
3. Children cannot log in with their own email address. Only members designated at parents in the database can do this.

For assistance contact WebmasterVeronaLAX@gmail.com

Understanding and Editing Notifications

Log into Member Account

1. Go to www.veronalacrosse.com
2. On the left menu bar, click Edit My Account
3. Sign In. The Sign In Email and Password should have been created upon using the Registration System.
4. This will take the Member to their Family Page.
5. To edit notification information, place the cursor over the member name to be edited. This will give you the option to “click to edit personal information”. This will take you to the member page to edit personal information.

Understanding and Editing Notifications

1. Text messages.

- a. If you identify a “provider” behind your cell phone number, you will receive all broadcast emails of team news items, reminders of games/practices (if selected), and schedule changes. A part of the message may be cut off due to character limitations. The text will also strip away formatting.
- b. Only one text message is sent to a cell phone even if that cell phone number is listed on multiple family members.
- c. If you do not want to receive text messages, do not identify your provider/carrier, but rather change the field to “No Text Messages” (at top of carrier name options).

2. E-Mails.

- a. **IMPORTANT - Email Checkbox:** For the email address, please do NOT check “Do Not Email”. If you check this box, you will not receive ANY emails from VLC pertaining to any topic for this season or future seasons.
- b. **OPTING out:** If an email is received and the recipient scrolls to the bottom and “opts out” is has the same impact as checking the “Do Not Email” option.
- c. **Adding another email address:** *See editing or adding member contact information.*
- d. Only one email message is sent to an email address even if that email is listed on multiple family members.

3. Game & Practice Reminders.

- a. Reminders on Practices and Games (48 hours in advance) are sent automatically from the VLC website “unless” a team has decided to not receive reminders.
- b. Members have the option of receiving or not receiving reminders of Games and/or Practices by selecting checking the applicable box.
- c. Reminders will be sent to both email and text if the member has opted to receive text messages.
- d. If you opt to not receive reminders, changes to dates, times or locations for practices or games will always be visible on the VLC website. The member is responsible for checking the VLC site for changes. It is HIGHLY recommended that you continue to receive notifications in at least one manner (text, email or both).

5. Private, Roster, and Public Definitions. For reference purposes, behind the street address, phone numbers, and e-mail address, there are the following options:

- a. Private. Information is available only to website administrators and Coaches
- b. Roster. Information is available only to website administrators, Coaches, and Team parents
- c. Public. Information is available to anyone who visits the webpage without logging in.

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