## SPORDLE INSTRUCTIONS

If you don't have a Spordle account, find instructions here on how to create one.

## Log into your account:

Log into your <u>Spordle</u> account by selecting "Login" at the top right of the screen.



Enter your username and password when prompted. Once you are logged in, select the icon in top right corner, then select "My Account":



## Link a player to your account:

On your account page, select "Members", then select the "+" button to link a new member.

	Let's link y	our profile	э.	
First Name				
Last Name				
Date of Birth				
VYYY-MM-D	D			
How is this partie	cipant related t	o you?		
Search				



A pop-up will appear, requesting you enter the first name, last name, date of birth and your relationship to the player you are linking. Once that information is entered, select "Link profile".





## **Review contact information:**

Each season, parents and guardians are required to review their contact information to ensure it is up to date. Contact information is found by selecting "Settings".

You can edit your information by selecting the "edit" link next to the information to be changed.

PARENT/GUARDIAN	Settings		
Dashboard	My Account		
Members Calendar Settings		Profile Picture	
	Name	PARENT/GUARDIAN NAME	Edit
	Email	PARENT/GUARDIAN EMAIL	Edit
	Date of Birth		Edit
	Date of Birth Gender Identity		Edit
	Date of Birth Gender Identity Preferred Language	English	Edit Edit Edit
	Date of Birth Gender Identity Preferred Language Mobile phone	English Parent/guardian phone number	Edit Edit Edit Edit

Note: when submitting a change of address, approval from KMHA is required. A change of address email will be sent to your organization, and they will be responsible for validating your change.