

## How to Update Your Contact Information on SVJFAC Website



1. Go to [www.svjrfac.org](http://www.svjrfac.org).
2. Click **Sign In** in the upper right hand of screen.
3. Click on **My Account**.
4. Click on member's name.
5. Edit as needed.
  - a. Be sure that the address, phone numbers, and email addresses are correct.
  - b. If you want your contact information available to everyone, click **public**, or if just to your team, click **roster**.
  - c. Be sure to scroll down to the bottom of the page. If you want to be reminded of games and practices, check the appropriate box(s).
6. Click Submit at the bottom of the page.
7. **Be sure to do repeat steps 4-6 for each parent and child.**

### Notes:

- a. To add multiple email addresses in the same email box just separate the emails with a semi colon.
- b. Should you have any problems, please contact Julie Smith, [julieannsmith13@gmail.com](mailto:julieannsmith13@gmail.com).