



PTBBA

SETTING-UP YOUR USER PROFILE

Welcome to the new Peters Township Basketball Association website!

Please take **5 MINUTES or less to set-up your user profile** by following a few simple steps that will allow you to take advantage of the new website features. Setting-up your user profile will allow you to take advantage of some of the following:

- Receive email alerts & text reminders about upcoming games / practices (if used by your coach)
- Receive email alerts & text alerts about PTBBA events
- Receive other important PTBBA broadcasts

Please set your email spam filter to allow you to receive emails from the following email address:

Notification@leagueathletics.com

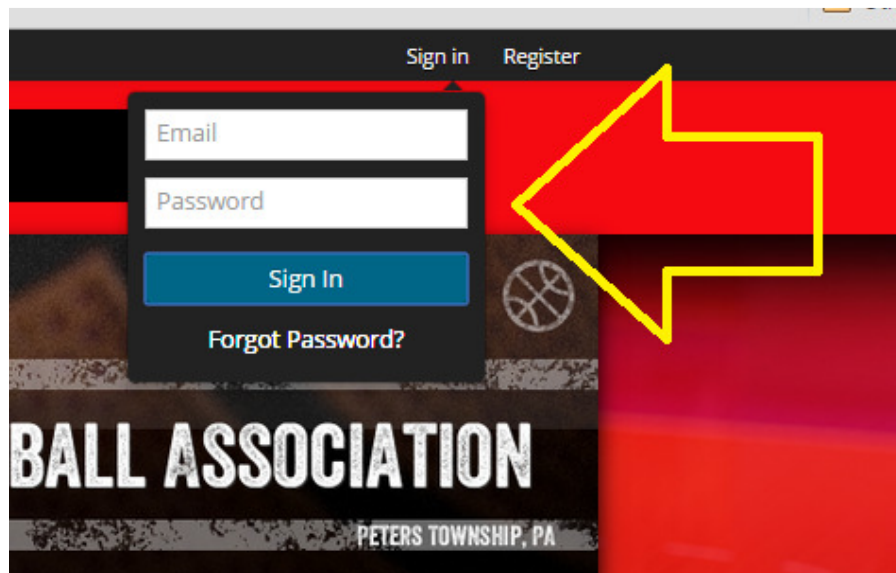
PTBBA league information via email notifications are sent from the above email address.

The following information should help you understand how to:

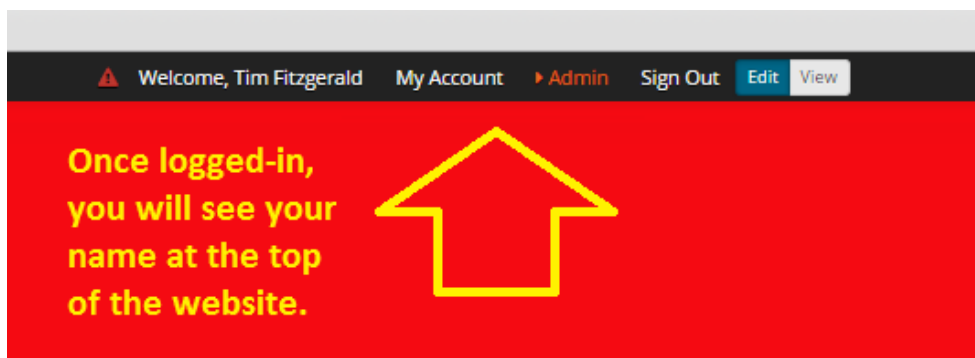
- Set-up your user profile (All users)

INSTRUCTIONS FOR SETTING-UP YOUR USER PROFILE

1. To log in as a registered member, enter your email address (that you provided during the PTBBA registration process) in the top field in the upper-right hand corner of the screen. If you're a new user and /or don't know your password, click on "Forgot Password?" to have the system automatically send password reset instructions to your email address.

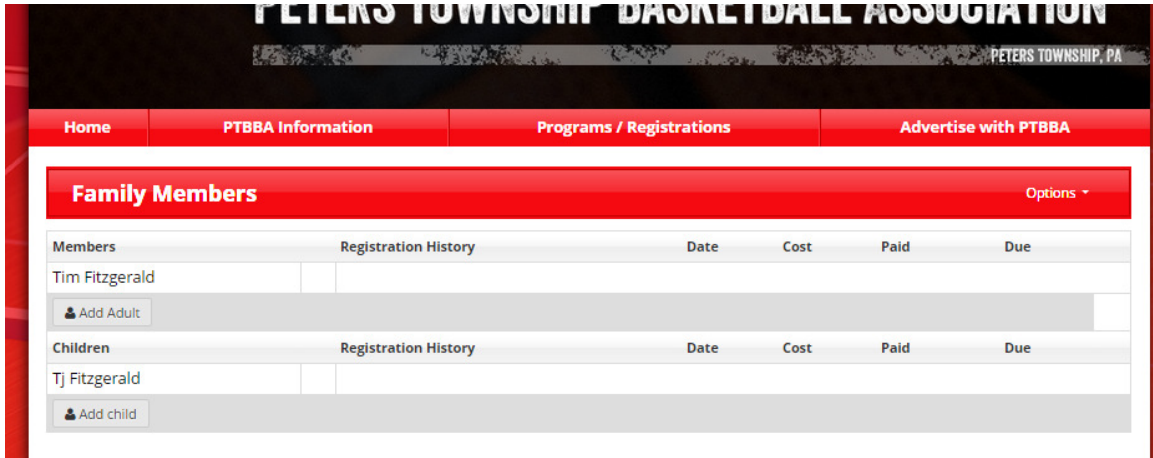


2. Once you have logged-in, your name will appear at the top of the website. Click on "My Account" to be placed on the "Family Members" page.

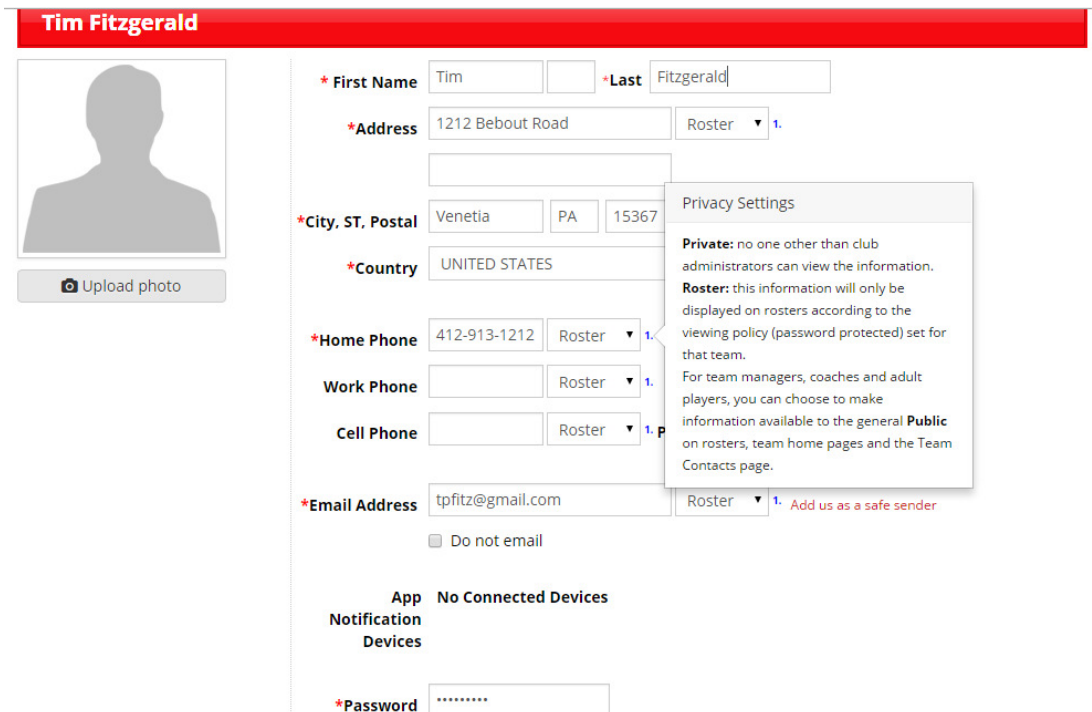




- Once on the "Family Members" page, you will be able to see all registered parent name(s) & player name(s) for your family.



- Clicking on a family member will take you to the "Participant Information" page for the corresponding family member. Please see the screen below.





- 5. For each listed parent, please be sure to complete /verify the **name, email address & at least 1 phone contact**. Also, please confirm that all information is correct. Fields denoted with an * are Required Fields.

*Home Phone 1.

Work Phone 1.

Cell Phone 1. Provider 2.

*Email Address 1. Add us as a safe sender

Do not email

App No Connected Devices

NOTE: WE ABSOLUTELY DO NOT sell or share your information.

- 6. Using the drop-down box next to each phone number, you can select one of three options:

Private: No one other than PTBBA Administrators and Board members can view your info. Your teammates and coaches will NOT be able to see your contact information.

Roster: Information will only be displayed on rosters and will only be viewable by other teammates, their parents & coaches. It is not public information. **(This is the recommended setting).**

Public: Information is available to the general public. Although the website permissions are configured to disallow public viewing of personal contact information, we still do not recommend that you select the "Public" setting.

- 7. Confirm and set your preferred email address for notifications and to also be used for log-in. (Also, confirm that all other family member email addresses are correct). **If your spouse did not receive an email invitation message to log-in** to the PTBBA website and they need to set-up their profile, YOU can enter their email address into their existing profile. They can then follow the log-in procedure for a new user (go to step 1 above), using the email address that you entered for them.



- 8. If you want to sign-up for **text message notifications** (e.g. for game reminders, reschedules, PTBBA events, etc.), be certain to enter a cell phone number **AND** select your mobile carrier (e.g. Verizon, AT&T, etc) in the "Provider" drop-down box.

- 9. If you DO NOT want to receive **email notifications** from coaches or the PTBBA board, check the "Do not email" box. Otherwise, leave it unchecked. **(The recommended setting is to leave the checkbox unchecked.)**
- 10. PTBBA currently DOES NOT utilize the Game & Practice reminders feature. However, it is suggested that you check these boxes if you want to receive Game & Practice text message reminders (once this feature is enabled).

Remind me of Games Practices

If checked, you will receive a reminder email the day before each event your teams are involved. Grayed options indicate that it is club policy that all members receive reminders for that event type.



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11. In order to "SAVE" your updates, be certain to click "**Submit**" before leaving the page. If you leave the page without clicking on "Submit" you will need to reenter all updated information.
12. Questions: Email us at **communications @ptbasketball.com**.