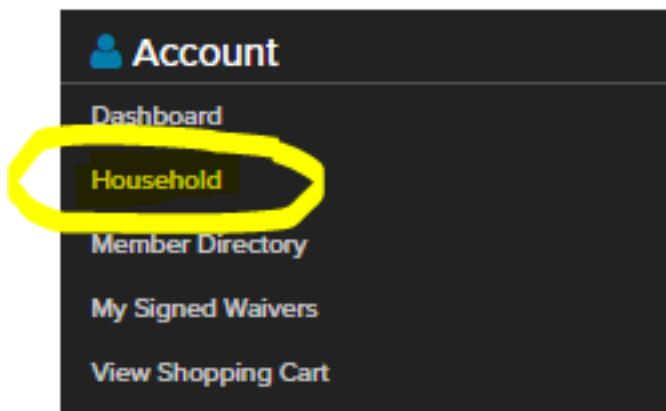




How to verify/update Member Portal communication preferences

1. Log into your Member Portal account: <https://winterpark.skiclubpro.com>
2. Click Household under the Account section of the menu on the left-hand side of the screen.



See next page for next steps

In the *Household* section, review guardians under the Guardians section to ensure that at least two guardians are listed and phone/email are correct.

Participants Add Participant

Name	Emergency Contact(s)	Communication Preference(s)	
+ [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	edit

Guardians Add Guardian

Name	Relationship	Primary Phone	Email	
+ [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	edit
+ [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	edit
+ [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	edit

See next page for next steps.

Under Participants, you will see the participant name and emergency contacts listed. The *Communication Preferences* column shows who is currently signed up to receive emails sent through the member portal.

If you see the correct recipients, you're all set!

If there is no one listed, or you see the wrong names, click *edit* on the far right to select recipients.

Name	Emergency Contact(s)	Communication Preference(s)	
+ [Redacted]	[Redacted]	[Redacted]	edit

See next page for next steps.

1. Verify the participant or primary contact email. This person will receive emails in addition to the guardians you select below.
2. You must check the box next to each name of those who are to receive emails. We ask that you list at least two guardians on your account and recommend at least two guardians also receive communications.
3. Save! Be sure to scroll to the bottom of the page and click Save.

Communication Preferences

Participant's Cell Phone

If you choose to add your child's cell phone number, you give the Competition Center staff & coaches permission to communicate directly with them.

Participant or Primary Contact Email

If you choose to add your child's email address, you give the Competition Center staff and coaches permission to communicate directly with them.

I read & acknowledge the terms below. *

I understand that it is OPTIONAL to include my child's cell phone and/or email address above and that IF I chose to include my child's phone number and/or email address, I am giving consent for Competition Center staff and coach to communicate with my child using one or both methods of communication. Please check the box above, even if you did not input participant contact info.

Guardian Emails to receive communication

[Redacted]

[Redacted]

[Redacted]

Choose which guardians should receive emails from coaches and administrators. You must provide an email on a Guardian Profile before it will appear here.

See next page for next steps

After you save and the page reloads, review to ensure that the correct names are listed under the *communication preferences* column.

Participants			Add Participant
Name	Emergency Contact(s)	Communication Preference(s)	
+ [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	edit

You're all set!