

MANAGING YOUR ACCOUNT

The My Account section is where you manage your information on the site, view your account balance and make a payment. To view your account, click on the My Account link.



Below is a list of a few of the features available in the My Account section:

- View and pay your account balance.
- Update settings like email, player level, birth date, gender, etc.
- Provide your cell phone number and provider to receive text-message and email notifications for clinic updates and cancellations.

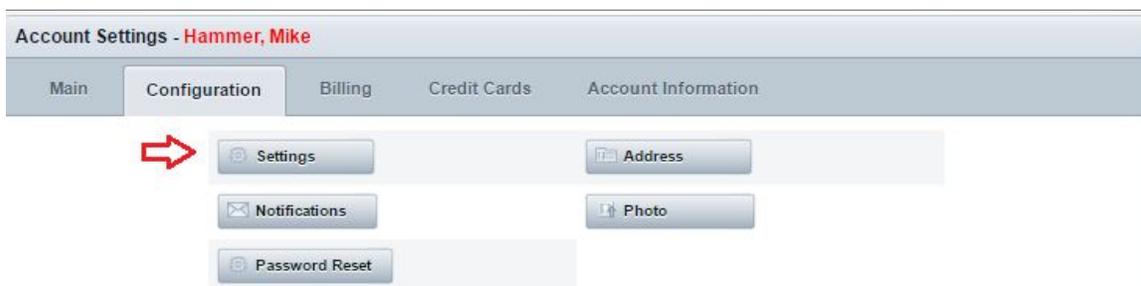
There are many other pieces of information that you can fill out. You can update your personal settings, update address, email or phone numbers, update a credit card on file, and add a secondary user. Please take a moment to complete your profile.

Update Your Personal Information

In the upper right corner of the 10sPortal site, click on 'My Account' to be taken to your main account page.



By clicking on the Configuration tab, you will be able to update your email address and personal preferences by clicking on 'settings'.



On this page, you can update your email address, select your level of play and your match and time preferences. Simply complete your selections and click save.

Account Settings - Settings - Hammer, Mike

Main Configuration Billing Credit Cards Account Information

Username: *

First Name: *

Last Name: *

Birth Date: *

E-mail: *

Gender: Male Female *

Game Type: Singles Doubles Mixed Doubles *

Preferred Play Time: Morning Afternoon Evening *

Play Level: ? *

Visibility: Visible Invisible Entity Visible Entity Invisible * ?

Display my email and phone numbers to All 10sPortal members: Yes No *

Home Court: *

Cancel Save

You may choose the address tab to update your address, choose the photo tab to upload a photo or choose notifications to select your notification preferences.

Adding or Updating a Credit Card

From your main account page, click on 'Credit Cards'. If you already have a credit card on file and wish to change it, simply click 'delete' and complete the form to add a new card. If you do not have a card on file, click 'add card'.

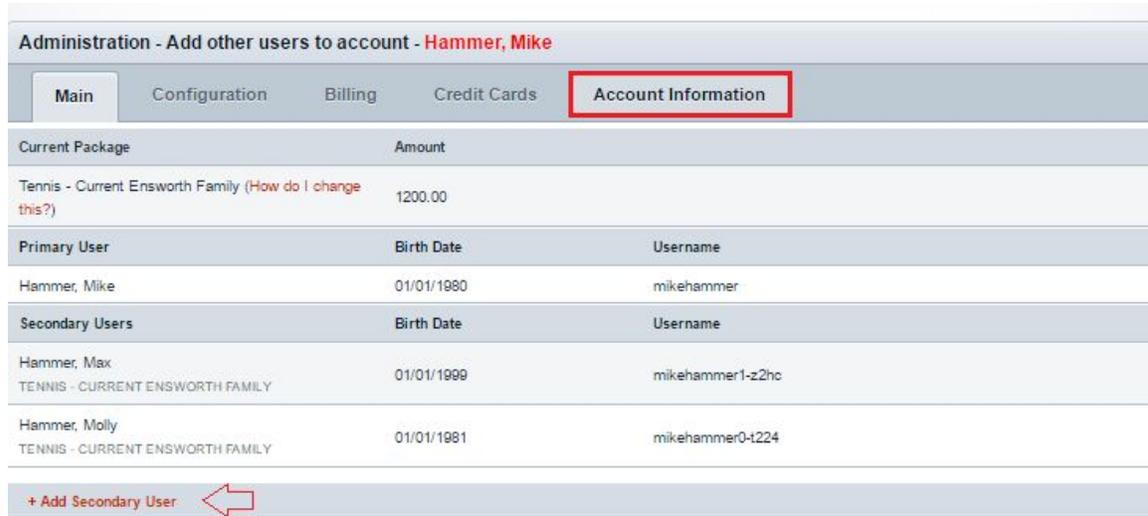
Credit Cards - Hammer, Mike

Main Configuration Billing Credit Cards Account Information

Cards on File	Exp. Date	
XXXX8888	12/2021	Delete

Adding a Secondary User

You may wish to add a child or spouse to your account as a secondary user. To add a secondary user to your account, click on 'Account Information', then click on 'Add Secondary User'.



Administration - Add other users to account - Hammer, Mike

Main Configuration Billing Credit Cards **Account Information**

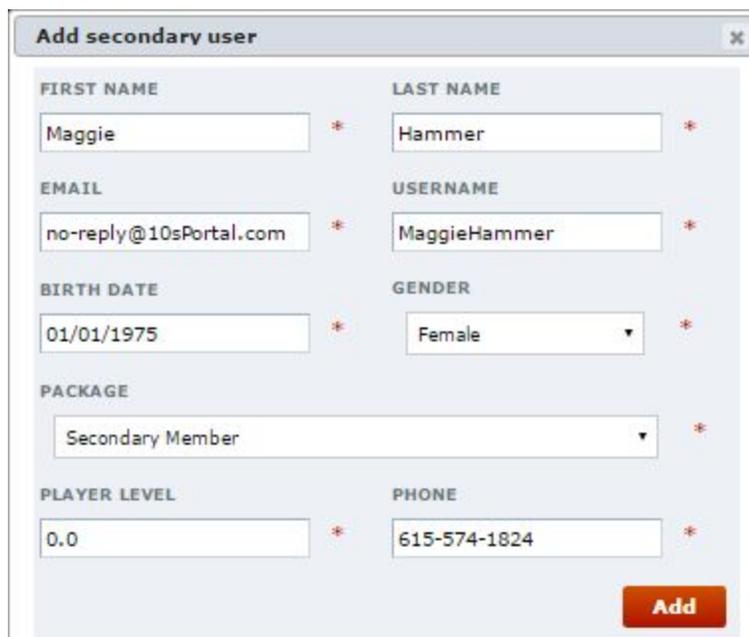
Current Package	Amount
Tennis - Current Ensworth Family (How do I change this?)	1200.00

Primary User	Birth Date	Username
Hammer, Mike	01/01/1980	mikehammer

Secondary Users	Birth Date	Username
Hammer, Max TENNIS - CURRENT ENSWORTH FAMILY	01/01/1999	mikehammer1-z2hc
Hammer, Molly TENNIS - CURRENT ENSWORTH FAMILY	01/01/1981	mikehammer0-1224

+ Add Secondary User 

Complete the information on the secondary user page and click 'Add'.



Add secondary user ✕

FIRST NAME * LAST NAME *

Maggie * Hammer *

EMAIL * USERNAME *

no-reply@10sPortal.com * MaggieHammer *

BIRTH DATE * GENDER *

01/01/1975 * Female *

PACKAGE *

Secondary Member *

PLAYER LEVEL * PHONE *

0.0 * 615-574-1824 *

Add

You will now see the secondary user has been added to your account.

✓ The member was added successfully.

Administration - Add other users to account - **Hammer, Mike**

- Main
- Configuration
- Billing
- Credit Cards
- Account Information

Current Package	Amount
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Tennis - Current Ensworth Family (How do I change this?)	1200.00
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Primary User	Birth Date	Username
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Hammer, Mike	01/01/1980	mikehammer
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Secondary Users	Birth Date	Username
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Hammer, Maggie TENNIS - CURRENT ENSWORTH FAMILY	01/01/1975	MaggieHammer
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Hammer, Max TENNIS - CURRENT ENSWORTH FAMILY	01/01/1999	mikehammer1-z2hc
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Hammer, Molly TENNIS - CURRENT ENSWORTH FAMILY	01/01/1981	mikehammer0-1224
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[+ Add Secondary User](#)