

How to: Get a Secondary User's Account Information

Step 1.

Email the Lakeshore staff asking for the account info of the secondary user. At this time, there is no way for the primary user to access the login credentials for the secondary user on their own. The 10sPortal staff are currently working on solution to this, but in the meantime use these steps to access the secondary account.

Step 2.

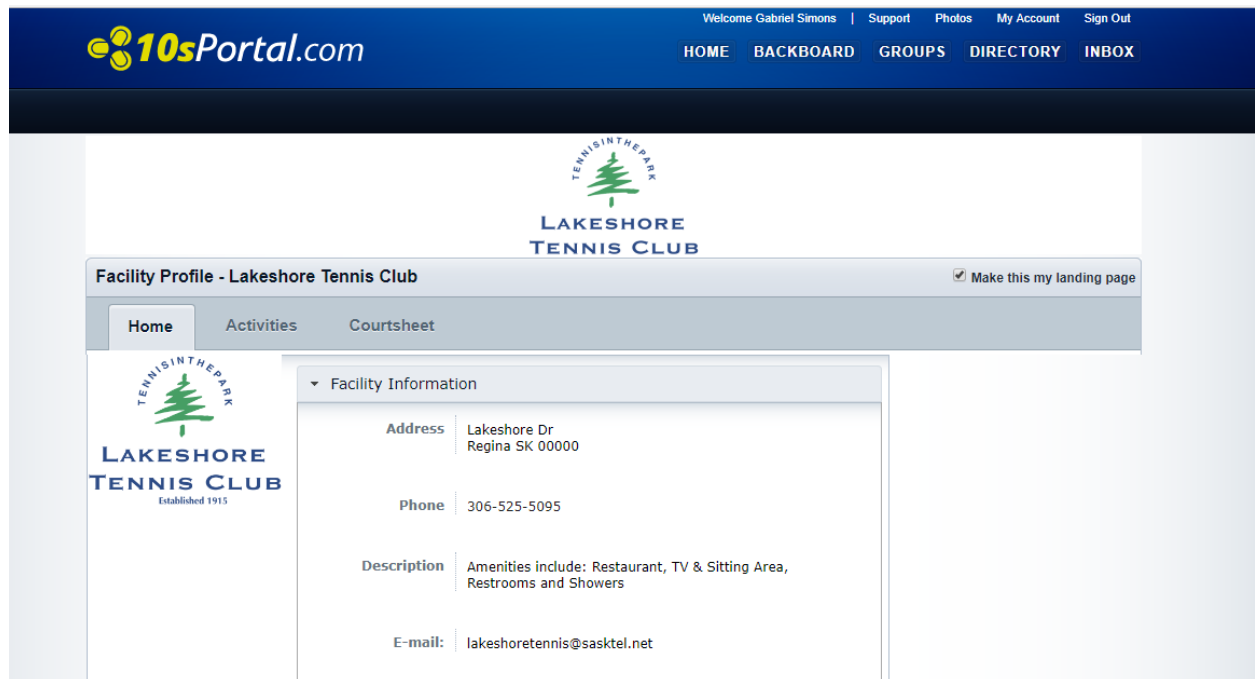
Once the Lakeshore staff have emailed out the login credentials, use them to login into the secondary account.

Step 3.

You now have access to the secondary user account. However, you may want to update the secondary users account information, such as their username and email. To do this, please follow the steps below.

Step 4.

Once into the secondary account, select 'My Account' in the top right corner of your webpage.

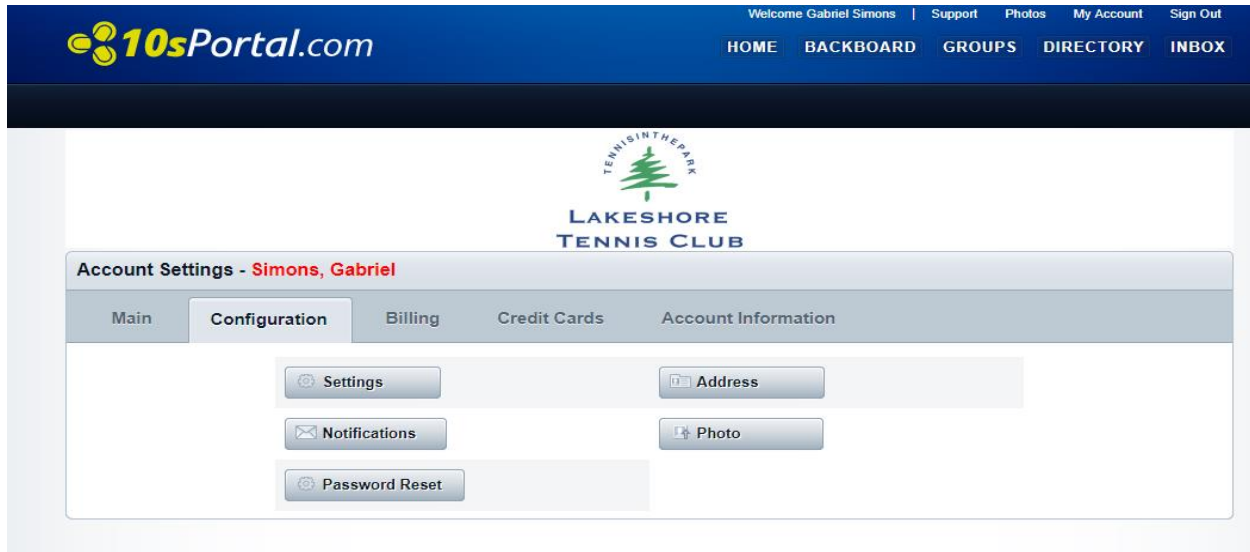


The screenshot displays the 10sPortal.com website interface. At the top, a dark blue navigation bar contains the 10sPortal.com logo on the left and a series of links: Welcome Gabriel Simons, Support, Photos, My Account, and Sign Out. Below this, a secondary navigation bar includes HOME, BACKBOARD, GROUPS, DIRECTORY, and INBOX. The main content area features the Lakeshore Tennis Club logo and the title "Facility Profile - Lakeshore Tennis Club" with a "Make this my landing page" checkbox. A tabbed interface shows "Home", "Activities", and "Courtsheet". The "Home" tab is active, displaying a sidebar with the club's logo and a main section titled "Facility Information" containing the following details:

Address	Lakeshore Dr Regina SK 00000
Phone	306-525-5095
Description	Amenities include: Restaurant, TV & Sitting Area, Restrooms and Showers
E-mail	lakeshoretennis@sasktel.net

Step 5.

Click on the 'Configuration' tab. In this tab you can update all of your personal information and preferences. To change you email click on 'Settings'.



Step 6.

You can now change the email address on the secondary account. This will allow the secondary user to receive email alerts when they book a court or sign up for a clinic or league. You can also change the username and any other personal information you wish.

