

Change Account Profile and Settings



On a desktop or laptop computer, in your browser go to www.signupgenius.com

To make any changes to your account profile, please log in with your email address and password to the full site version of SignUpGenius.

You will not be able to change your profile information from a mobile device. You will need to login from a desktop/laptop computer.

www.signupgenius.com

Answers to your questions are available at

<https://www.signupgenius.com/support>

Manage Account Profile and Settings

Once logged in, (1) click the circle with your initials or picture in the upper right corner. Select the (2) **Settings** option to update your contact info including your name and email address. **IMPORTANT** - Your email address must be the exact same email address that is in your Pickleball Canada profile. 3. In the **Profile** tab you can make your changes.

To update your password - click the Password tab. You will need to create a new password that includes the following requirements: at least 8 characters including at least 1 number, 1 symbol, 1 uppercase letter, 1 lower case letter.

Remember to click on SAVE at the bottom of the page to SAVE any changes. You can see your updated account information once you log out and log back in.

The screenshot shows the SignUpGenius user interface. At the top, there is a navigation bar with the logo, menu items (Features, Pricing, More), a 'Create a Sign Up' button, and a user profile icon with initials 'AB'. Below this is a secondary menu with 'Sign Ups', 'Settings', 'Billing', 'Free Premium Trial', and 'Log Out'. The 'Settings' option is circled in red. A yellow callout box with a red arrow points to the 'AB' icon, containing the text: '1. After you login, click on the circle with your initials.' Below the 'Settings' menu, the 'Profile' sub-tab is circled in red. A yellow callout box with a red arrow points to it, containing the text: '2. Click on Settings'. Another yellow callout box with a red arrow points to the 'Profile' sub-tab, containing the text: '3. Click on Profile'. The main content area shows 'Account Information' with a profile picture (AB), and input fields for 'First Name', 'Last Name', and 'Email' (containing 'name@gmail.com'). To the right, a 'Complete Your Profile' section has radio buttons for 'Account Information' (checked), 'Organization Information', and 'Contact Information'. A yellow callout box with a red arrow points to the email field, containing the text: 'This email address should be the exact same email address as in your Pickleball Canada account.' At the bottom, a green 'Save' button is circled in red. A yellow callout box with a red arrow points to it, containing the text: '4. Click on the Save button'.