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Update Email Address for a Household Admin

Household Admins can manage their profile information, including email address, via TeamNet.

Users can either login directly to TeamNet: teamnet.org

The screenshot displays the TeamNet user interface for Mike Caboteja. The main content area is divided into three sections: Profile Detail, Login & Security, and Teams. The Profile Detail section shows Mike's profile information, including his date of birth (05/01/1999), email address (@demosphere.com), and phone number (+17035552222). A red box highlights the 'Edit' button in the Profile Detail section. A red arrow points from this button to the 'Edit Profile' modal window, which is also highlighted with a red box. The modal window contains the following fields: Universal User ID (685-17522-16), Email (mikecab@demosphere.com), First Name (Mike), Last Name (Caboteja), Birthday (05/01/1999), and Gender (Male). The modal window also has 'Save' and 'Cancel' buttons.

| Team Name | Role | Status |
|--------------------------------|-------------|--------|
| Test | Coach | Active |
| TeamNet Support | | Active |
| TEAM 1 Competitive - 2017-2018 | Coach Other | Active |

OR

They can click on the Manage Profile button from the My Account Information tab on the RosterPro Dashboard.


The screenshot displays a Salesforce user interface for 'My Account Information'. At the top, there are tabs for 'MY PROFILE INFORMATION' and 'MY HOUSEHOLD INFORMATION'. A 'Manage Profile' button is highlighted with a red arrow. Below this, a 'My Profile' section shows details for a user named Mike (username: mcab, email: @demosphere.com, phone: 7035552222). A modal window titled 'Manage My Profile' is open, showing a 'Manage My User Profile via TeamNet™' button, also highlighted with a red arrow. The modal contains text explaining that the user profile is managed via Demosphere TeamNet™ and that the management page will open in a new tab/window.

A RosterPro Site Administrator is able to edit household information for their members by navigating to the RosterPro tab, clicking Household Management and searching for the household in question.

However, if a Household Admin has *verified* their email address and logged into claim their account, a Site Administrator is not able to change the email address or login information for a user.


To confirm if the email address has been verified, click to edit the member of the household and see if the TeamNet login info has a green, "*verified*" next to it. If it does, the Household Admin will need to log back into their account to make any updates to their profile.

Edit Person



Personal Information

First Name Middle Name Last Name


Birthdate  Gender Male Female

Proof of Birth YES | NO Phone

[Edit Photo](#) [Help](#)


Household | **Participant**

Household Administrator
Check to grant Household Admin permissions to this User

 **Cab** 555 Cab Way
Woodbridge VA, 22193

TeamNet Login Info

Username

Primary Email  *verified*

Custom Household Member Data

Photo

Insurance Company

Birth Certificate

[Save](#) [Cancel](#)

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