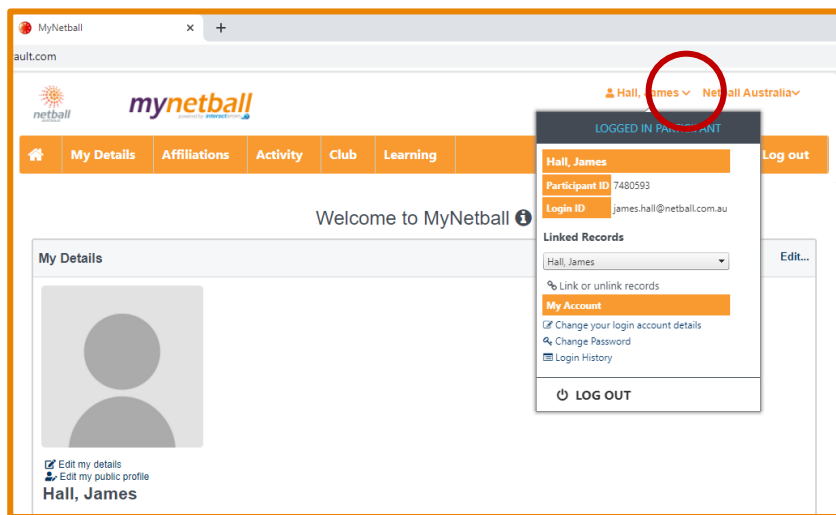


NETBALL LEARNING

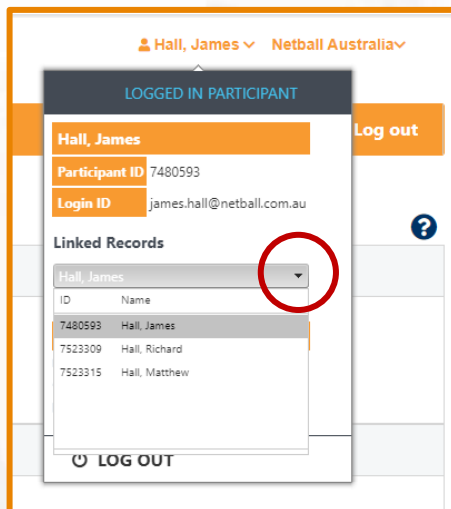


How to add a unique e-mail address to your linked accounts

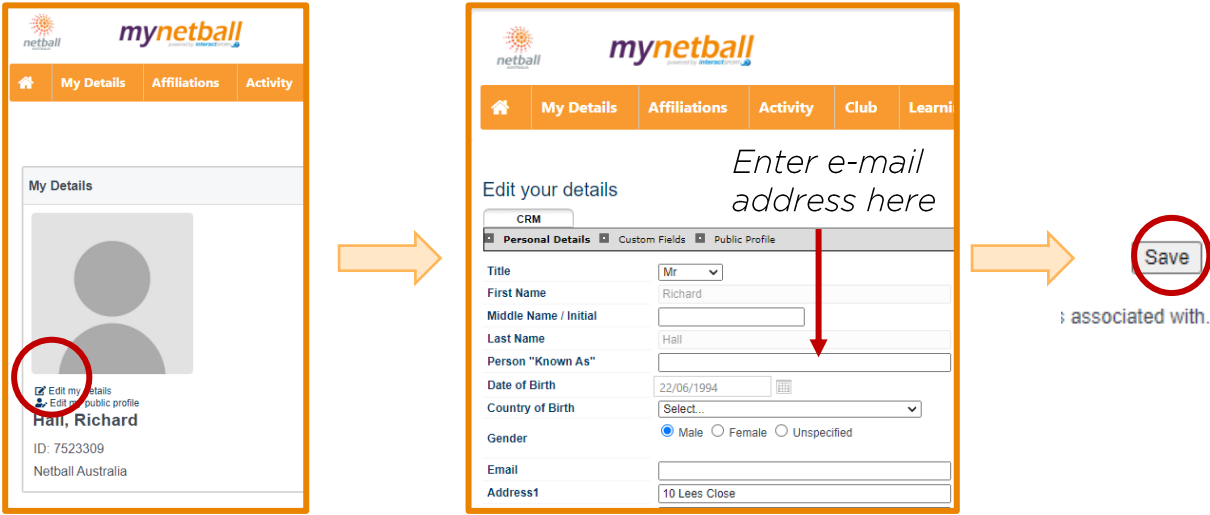
1) Login to MyNetball and click on the arrow next to your name at the top of the screen. The menu box below will then display.



2) Click on the drop down under 'Linked records' to view all of your linked accounts. Select one of them to go to their profile. In this case, I am selecting 'Richard Hall' who currently shared my e-mail address.

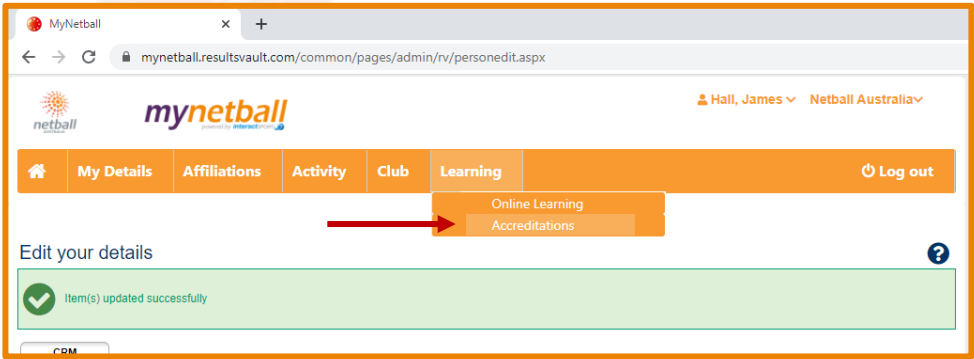


3) It will then open their profile page. You should then click ‘Edit my details’ in order to access the form to enter their unique e-mail address. Click the ‘Save’ button.



If you have more than 1 linked accounts, repeat steps 2 and 3 until all have a unique e-mail address

4) Once completed, you will see a green box confirming the changes. We now need to complete the process in ‘Learning’. Click the ‘Learning’ tab and then ‘Accreditations’



5) From this page, you simply click ‘Sync from LMS’ and then you are all done!

