How to update/add email for community ed pickleball

This year we are going to be using Playtime Scheduler to schedule for the Rippleside Elementary Community Education program. The means that you should register with community education with the same email address you use on playtimescheduler.com. Below are instructions on how to change your email address for community education.

If you have not used playtimescheduler.com please sign up by going to http://playtimescheduler.com and click on **register**. Use the same email address as you use for the community education signup.

- Go to <u>https://isd1.eleyo.com/</u> and sign in.
- Click your name(upper right) then click on **Your Account/Relationships**.



- Click on the edit button next to your name and any other relationship name.
- Change the email address to match playtimescheduler.com or Add Another Email Address and enter your playtimescheduler.com email address.
- Click on **Update Person** button.

Please note that if you signed up your spouse or others under your account and they do not have an email address listed then they will get your email address added to their name. If this is how you would like that on playtimescheduler.com then you can leave it as is but if your spouse has their own playtimescheduler.com account then you would want to add their playtimescheduler.com email address to their profile on community ed site.