

Account setup completion

Refer to [signup_instructions.pdf](#) for creating account.

- **Step 1**-Navigate to profile page:
 - Locate either the “Your profile” option in the navigation bar at the top of the screen,
 - Click on it to open the profile page.
- **Step 2**-Additional information form submission:
 - Under “Additional Information” there are 3 fields,
 - The first one is “Full Name:” write your first and last legal name there,
 - The second one is “Phone number:” write your phone number with no spaces there,
 - Last one is “Age Group:” select the age group you are within,
 - Then click “Save All Changes”,
 - If anything was filled out incorrectly a red notification will appear on the bottom of the screen informing of the errors,
 - If everything is correct the page will update and you will be able to see your new profile information there.

Editing account information

- **Step 1**-Navigate to profile page:
 - Locate either the “Your profile” option in the navigation bar at the top of the screen,
 - Click on it to open the profile page.
- **Step 2**-Username and password change:
 - Next to either “Username:<Your_username>” or “Password:*****” notice the “edit” icon,
 - Click on the corresponding icon for the information you want to change,
 - A form will appear below the “Password” field,

- Edit the information under “Edit Username” if username changing selected, or fill out the “Current Password”, “New password” and “Confirm new password” fields, if edit password selected,
- Then click on the green “Save” button to change the data, the form will be closed,
- If an error occurred, a red notification will appear on the bottom of the screen, open the form again and fill out the fields following the rules
- If the information change was successful, the displayed notification box will be green alerting you of the change, and if the edited information was the username, the new one will be displayed
- **Step 3-Additional information change:**
 - Click on the corresponding icon for the information you want to change,
 - The information field will turn into an input field where you can change the information to the new one,
 - After all the fields you wanted to change have been edited press the blue “Save All Changes” button,
 - If the information given doesn't match the requirements, a red notification box will appear at the bottom of the screen describing the issue with the new information, edit the information until it matches the requirements,
 - If the information given matches all requirements, the information on the page will be updated to the newly given data.