

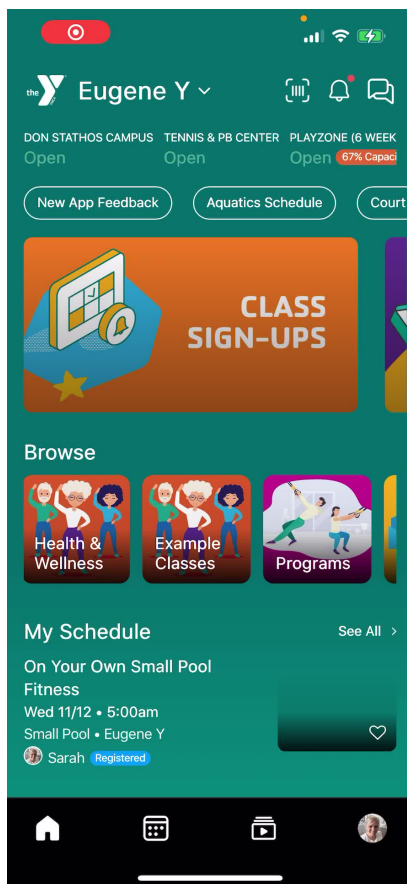
# Updating Email to YMCA Email in App

## Objective

This SOP outlines the steps to ensure that your YMCA email address is correctly set up in DAXGO and the app to receive notifications properly.

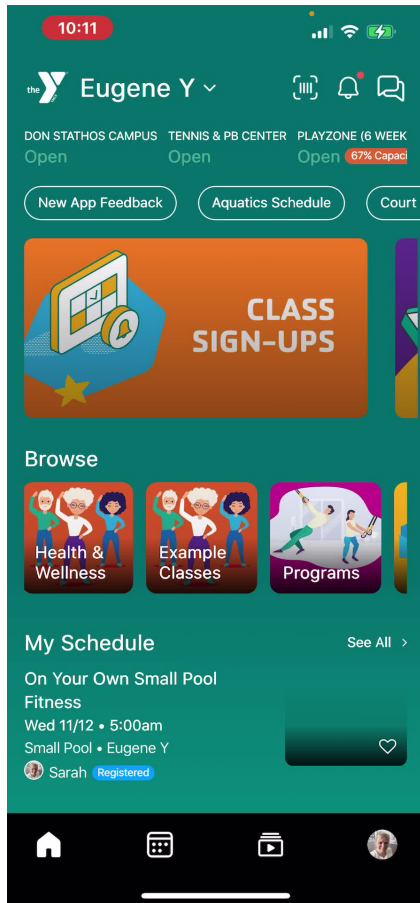
## Key Steps

### Step 1: Verify Email in DAXGO 0:02



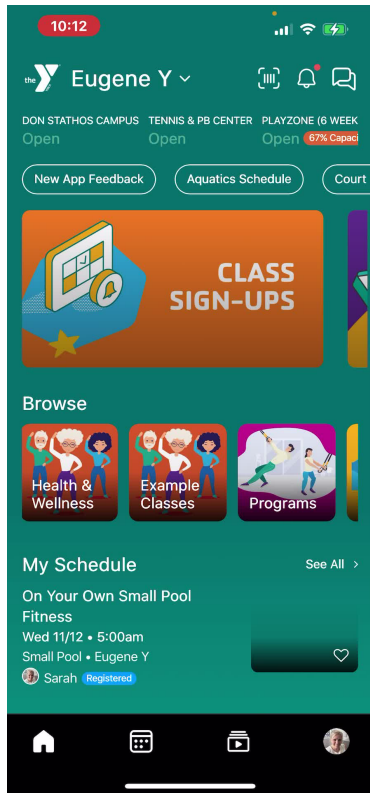
- Log into your DAXGO account.
- Check that your email is updated to your YMCA email address.

### Step 2: Access Your Profile in the App 0:27



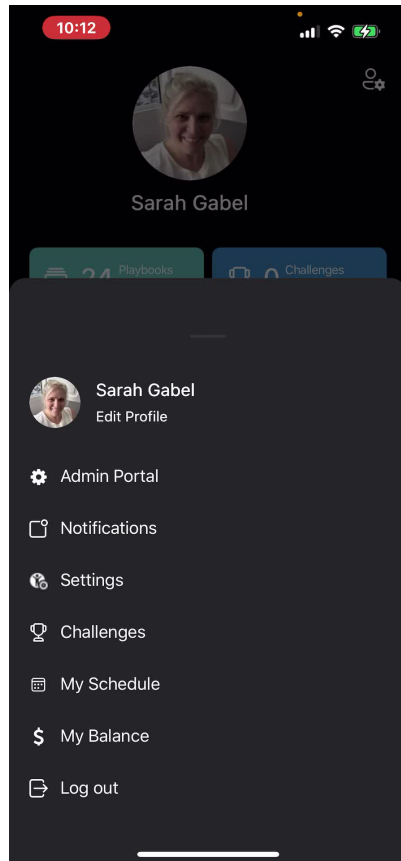
- Open the app and click on your profile image located in the bottom right corner.

### Step 3: Open Settings 0:41



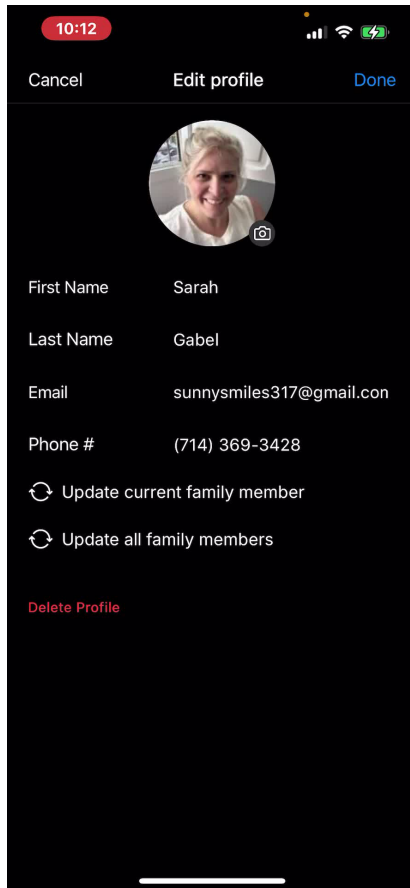
- Tap on the gear icon to access your settings.

#### Step 4: Edit Profile 0:57



- Select 'Edit Profile' located just underneath your name.

## Step 5: Update Family Member Information 1:13



- Choose to either:
  - Update current family member (just your information)
  - Update all family members (refreshes connection for everyone in your account)

## Cautionary Notes

- Ensure that you are using your YMCA email address to avoid missing important notifications.
- Double-check that all family members' information is correct if you choose to update all family members.

## Tips for Efficiency

- Regularly verify your email settings to prevent future issues.
- Keep your app updated to the latest version for optimal performance.

**Link to Loom:** <https://loom.com/share/0aa37dc5e3c0452783147d9761f006c7>