TSCEC and LIVELAPS…

TSCEC has been working with LiveLaps over the break and has simplified the user profile page, youth profile page, yearly membership, and event registration processes. This below guide will help you through several new process.

If you don't have an account as an adult and you only have an account for a minor, you will be required to create an adult account. The adult account will have to have a different email then the minor account(s). If you want to reuse the email of a minor for your adult account, then you will need to login to the Minor account first to change the email of the minor and this will allow you to create an adult account using that same email.

If you already have an adult account and you have added your minor under your account as a friend/buddy, then everything is already in place for you to continue to register for the events as you did before. You can click on the "Participant" menu to see the participant you have under your account.

If you want to add another participant (Minor or Adult) then you need to do it through the "Participant" menu by just following the steps in the function "Add Participant". When adding participants, you can now create accounts for other people (Minor or Adult) and you will automatically be the account manager of those accounts.

If you cannot remember your LiveLaps account, then just use the "Reset Password" feature and an email will be sent to you.

MINOR AND ADULT GROUPING WITH AN EXISTING ACCOUNT

Follow the below steps

- Log in as the child using the prior year's email address
- Using the menu bar on the left side, select Account Manager
- On the right side select the "Add an account manager" button
- Click "Yes the account manager has a LiveLaps account"
- Use the search bar and search for account manager by email or LiveLaps account
- Use the check box and select account managers name and click next
- Use dropdown bar and select relationship
- Click "Add the account manager"
- Process or add a second account manager by selecting "add an account manager"

MINOR AND ADULT GROUPING WITHOUT AN EXISTING ADULT ACCOUNT

Follow the below steps

- Log in as the child using the prior year's email address
- Using the menu bar on the left side, select Account Manager
- On the right side select the "Add an account manager" button
- Select "no he needs an account"
- Click "Create an Adult Account"
- Fill Out the adult application page and click create account
- After the account is created, log in on the next page as the minor
- Using the menu bar on the left side, select Account Manager
- On the right side select the "Add an account manager" button
- Click "Yes the account manger has a LiveLaps account
- Use the search bar and search for account manager by email or LiveLaps account
- Use the check box and select account managers name and click next
- Use dropdown bar and select relationship
- Click "Add the account manager"
- Process or add a second account manager by selecting "add an account manager"