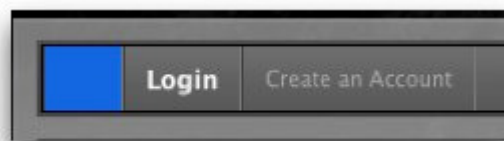


# Chaska Baseball Association

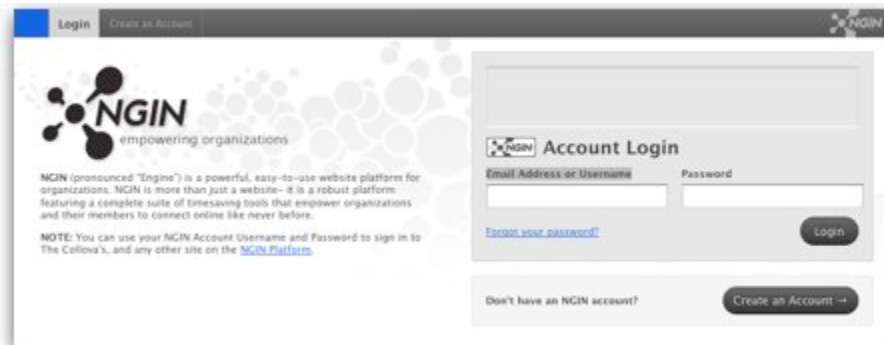
## “How to Configure a Device to Receive Text Messages”

If you would like to set up a wireless device, to receive the information contained in email alerts as a text, please follow the steps below:

1. **Login** into your NGIN Network account by clicking on the "**Login**" button/link found in the upper left corner of the website.



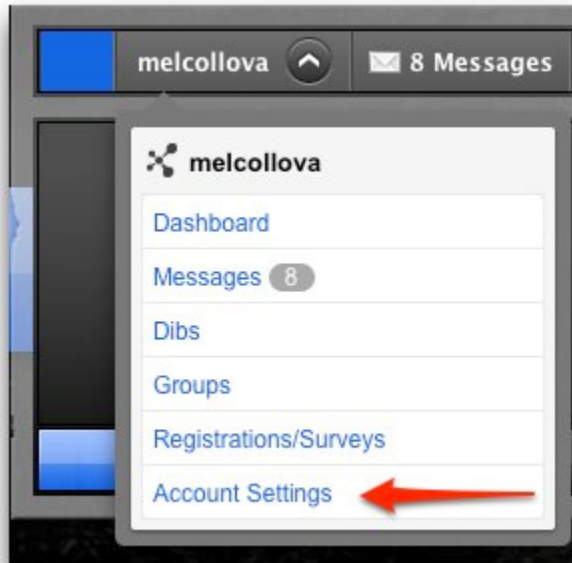
1. You will now see a screen where you will enter your email address/username (if you do not know your username, simply enter your email address) followed by your password. (if you do not know your password, click the 'forgot your password' link and the system will automatically send password reset instructions to the email address you entered)



2. Once you are successfully logged in, you will see your username appear in the upper left corner of the website



3. Click on the drop down arrow next your username to access your account menu
4. Click the **Account Settings** option



5. Add the new device email. To do this, click the Add Email Address link next to the Email Addresses section.

**Email Addresses**  [Add Email Address](#)

6. Enter the text address to your device in the field provided to add it to your account. To find your phone's text address, use the list below. For example, if your carrier is AT&T, and your phone number is 555-555-5555, you would enter: [5555555555@txt.att.net](mailto:5555555555@txt.att.net)

- **Alltel:** *phonenumber@message.alltel.com*
- **AT&T:** *phonenumber@txt.att.net*
- **T-Mobile:** *phonenumber@tmomail.net*
- **Virgin Mobile:** *phonenumber@vmobl.com*
- **Sprint:** *phonenumber@messaging.sprintpcs.com*
- **Verizon:** *phonenumber@vtext.com*
- **Nextel:** *phonenumber@messaging.nextel.com*
- **US Cellular:** *phonenumber@mms.uscc.net*

After you enter your devices text address, click the Add Email Address button. The system will then send you a text message to your device with a confirmation link.

**\*\*\*Unfortunately, since the link is longer than is allowed in one standard text, you will need to manually type that into a browser to confirm; even if your device is set up for web access.**

7. Open an internet browser, and type in the full link provided in your text (I know, this stinks, but you only have to do it one time for each phone you want to set up to receive text alerts). For example:

[www.chaskabaseball.com/account/confirm\\_secondary\\_email/5ba435f1b21e15a9e1fdece6048de381d78beb7a56064a547a8d3f6153892737](http://www.chaskabaseball.com/account/confirm_secondary_email/5ba435f1b21e15a9e1fdece6048de381d78beb7a56064a547a8d3f6153892737)

**Please note the underscores ( \_ ) in confirm\_secondary\_email**

Once the address is entered, you will be taken to an Email Confirmation screen, all you need to do is enter your username and password and you will get a confirmation that the email/text address was set up successfully.

The screenshot displays two overlapping web pages. The background page is the 'Email Confirmation' screen, featuring the NGIN logo and the text 'empowering organizations'. A yellow box highlights the message: 'You are confirming the following email address: [redacted]@txt.att.net'. Below this, it says 'Please enter your NGIN Account Username and Password to complete the Email Confirmation process.' The foreground page is the 'Account Login' screen, which includes a header with 'CHASKA BASEBALL ASSOCIATION' and a photo of players. It has two input fields for 'Email Address or Username' and 'Password', a 'Forgot your password?' link, and a 'Login' button.

8. Once set up, any time a profile email for an event such as practice or a game is sent, it will be sent to both your primary email address and the device you just entered to receive text alerts. You are responsible for any charges incurred from your carrier.

[www.ChaskaBaseball.com](http://www.ChaskaBaseball.com)