



CAF ATHLETES PARENT / GUARDIAN GUIDE

Quick tips for families of a minor athlete:

ATHLETE FIRST

- All information in **Account and Profile** must be about the **athlete (minor)**, not the parent/guardian.

EMAIL ADDRESS REQUIREMENTS

- Each athlete must have a **unique email address** in the CAF Grant Portal.
- Parent/guardian emails cannot be shared across multiple profiles.

OPTIONS FOR CREATING A UNIQUE EMAIL

Option A: Create or use a new email address specifically for your child.

Option B: Use your own email with a **“+sub address”** (see below).

What is a “+sub address”?

Most email providers (like Gmail) allow you to add text after the “+” in your email name to create a new address. All emails still go to your main inbox.

Example:

- Main email: jane@gmail.com
- Sub address for child: jane+child@gmail.com
- All emails sent to jane+child@gmail.com arrive in Jane’s regular inbox.

How to Create a +sub address

1. Start with your current email (ex: jane@gmail.com).
2. Add “+child” (or +1, +2, etc.) before the “@” symbol.
 - a. Example: jane+billy@gmail.com or jane+1@gmail.com
3. Use this address as the athlete’s unique login.
4. Repeat with different labels for multiple minors.

APPLICANT ASSISTANTS

- Parents/guardians may add another adult (coach, teacher, relative) as a **Applicant Assistant** to help complete the profile and application.
- If Parent/guardian is managing the athlete account, you do not need to add yourself as a Collaborator

APPLICATIONS

- Double-check that all information reflects the **athlete’s details**.
- Use the correct unique email for the minor before submitting.