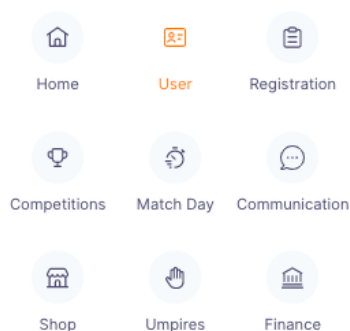


As an Association/League/Club, you will have the ability to change the personal details of a User who is registered to your organisation.

You may find this useful when an admin is leaving your organisation, and you therefore need to replace the email address associated to their profile. This will then free up the organisation email that was once linked to their profile, which can then be used for the new admin who will be stepping into the role.

Note that users also have the ability to change their details following from step 3, once logged into their User profile.



1: Select the User module

2: Search the name of the User in question and select their name

Dashboard Users Administrators

User Profile

Search: Export

Year: Competition: Roles: Gender:

Linked: Postcode: DOB From: DOB To:

No. of Users: **1** No. of Registered Users: **1** No. of Spectators - Un-named: **0**

First/Preferred Name	Last Name	Role	Linked	Competition	Team	DOB	Action
Bethany	Test	Non Player Players - registered	Training Association	2/09 Test Competition		13/09/1995	...

< 1 > 10 / page

3: Select the **Personal Details** -> hover over the action button (...) for 'Address' and select 'edit'

4: Change the details required -> select 'save'

Edit Address

First/Preferred Name*

Bethany

Last Name*

Test

Middle Name

Middle Name

Date of Birth*

13-09-1995

Contact Mobile*

0400000000

Contact Email

bethany.test12345@email.com

Address Search

10 Brens Dr, Parkville, VIC, Australia

[Enter Address Manually](#)

Cancel

Save