

Editing a Member

Last Modified on 16/06/2016 2:47 pm AEST

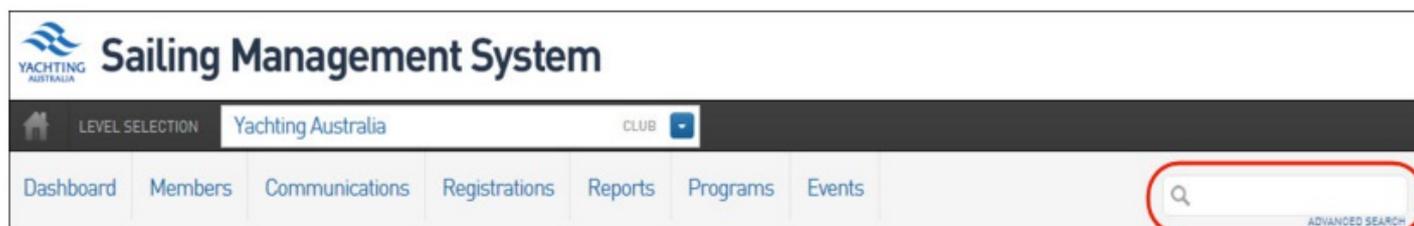


To edit a member record in a database, complete the following steps:

1. Click on Members in the header menu and from the drop down select List Members.



You may also use the search box or 'Advanced Search' options to quickly locate a specific member record.



2. Locate the member record that you wish to edit in the member list. Click the View Record button next to the name of the member record you wish to change/update.

Members List

Showing - Family Name including

	Family name	Legal first name
	Member	John
		John
		Sam
		Christopher
		William

3. The member record will open. Click Edit.

Justin Cairns



[Add Photo](#)

Details [Edit](#)

Gender Male
Date of Birth 23/03/1980

Address
Email [redacted]@sportingpulse.com

4. As a default the members' Personal Details will be displayed. In the menu at the top click on Show All to display all of the members' details.

Nathan

If you are having trouble saving this, please check you have all elements in other pages completed. To easily do this use the "Show All" tab at the far right.

[Personal Details](#) [Contact Details](#) [Profile](#) [Medical](#) [Show All](#)



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To modify this information change the information in the boxes below and when you have finished press the **'Update Member'** button.
Note: All boxes marked with a  are compulsory and must be filled in.

Personal Details

YA Number:

Salutation:

Legal first name: 

5. Enter the new information into the fields, or change any existing information. All compulsory fields (marked with a red symbol must be populated.

Personal Details Contact Details Profile Medical Show All

To modify this information change the information in the boxes below and when you have finished press the 'Update Member' button.
Note: All boxes marked with a  are compulsory and must be filled in.

Personal Details

YA Number:

Salutation:

Legal first name: 

Family name: 

Date of Birth: 

Gender: 

Occupation:

Contact Details

Address Line 1:

Suburb:

6. When all details are entered correctly, click on Update Member at the bottom of the screen.

Medical

Any Medical Conditions?:

Declared Medical Conditions:

Declared Disability:

7. A message will appear, confirming that the member record has been updated successfully.



Sailing Management System



LEVEL SELECTION

Nathan

MEMBER



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Record updated successfully

For further assistance please contact Online Services:

onlineservices@yachting.org.au

02 8424 7400

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