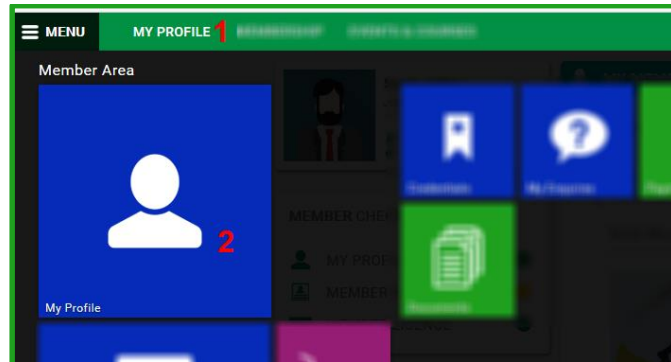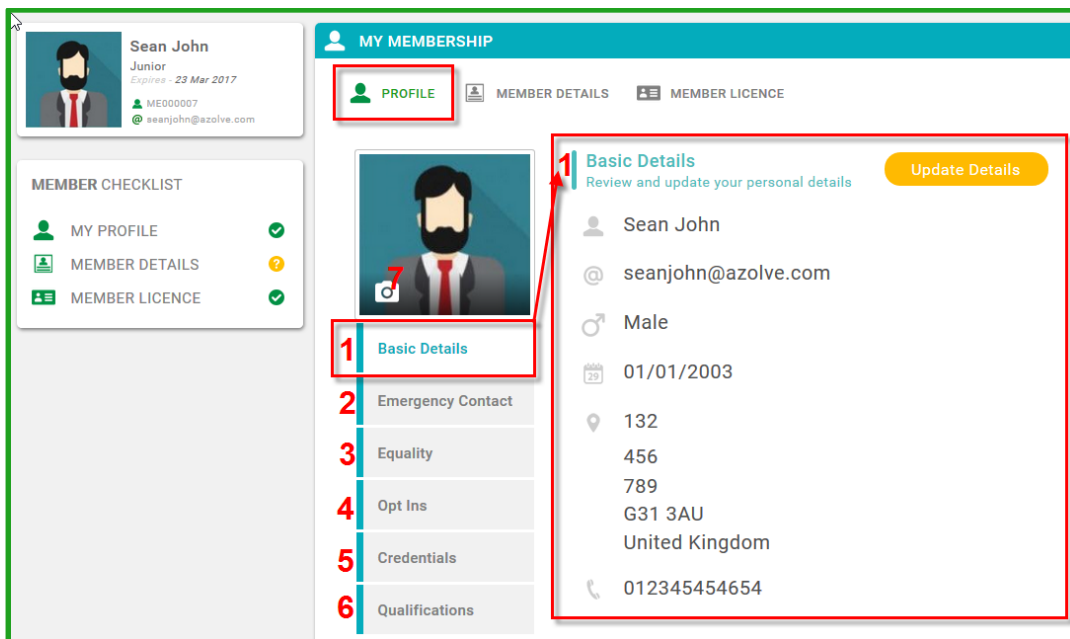**Q:** *How can I edit/update my personal details?*

How to edit your details:

1. Once logged in to the system navigate to 'My profile' from either the Tile or Tab as shown below:

2. From the 'My Profile' tab you will directed to the screen below where a number of edit options are available:

2.1 The page will default to the 'Basic Details' tab on the Profile page. In order to edit any of your personal information simply hit the 'Update Details' button and edit the appropriate field as needed, once you have made your changes hit 'Save' to enforce your changes, you can also hit 'Cancel' to return to the main page and ignore any changes.
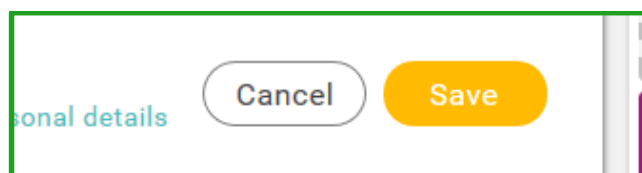
2.2 Emergency Contact tab allows the user to update or remove contacts as needed as shown below:

2.3 Should your organisation collect equality information from their members you will have the option to submit a number of Equality and Demographic information.

Note: Should you require further information on how this information is used then please contact your organisations information officer or other relevant person.
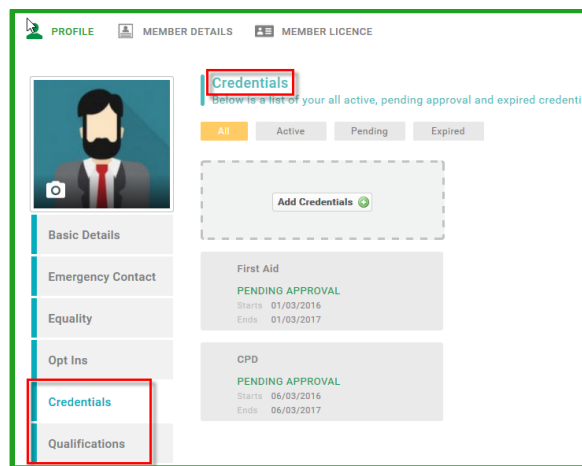

2.4 Opt-Ins allows you as a member to define the type of communications you are willing to receive from GoMembership, select the appropriate checkboxes as needed.
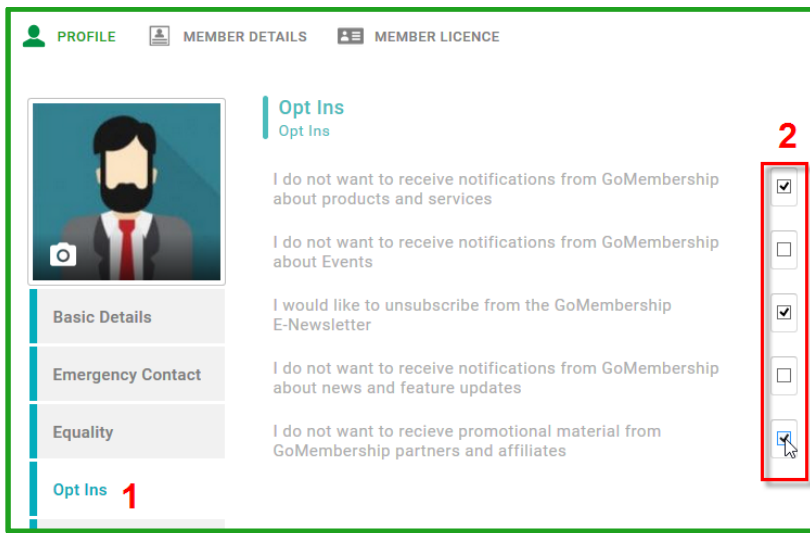
2.5/6 From the Profile page you can add Credential and Qualification information, please see the "How do I add a credential?" help sheet for further information on this process.

2.7 You are able to update and change your profile picture at any point using the camera icon on the photo upload widget:
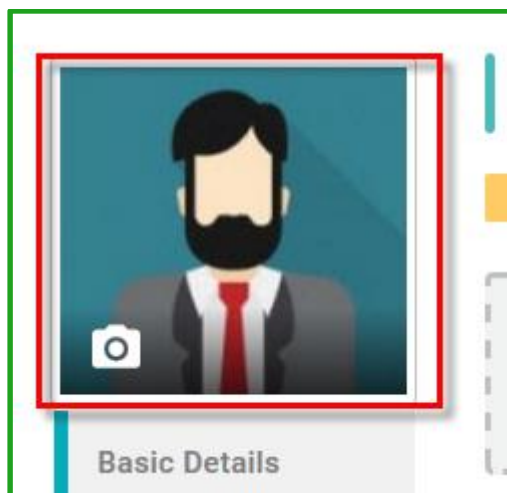
3. In addition to the main member profile information your organisation may request further/additional information from their membership. The below section allows you to update and edit details if needed:

4. Once this section is complete the member checklist will be updated to show that all sections are now fully completed (If indeed this section exists for your organisation).