

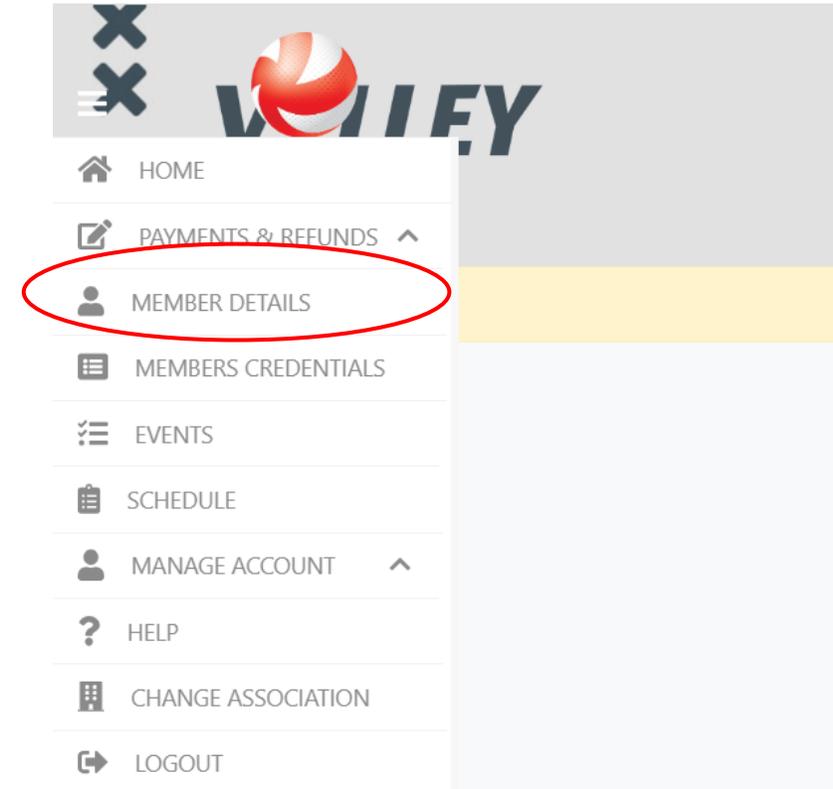
How to guide

Update Your Personal and Account Details

Updating Your Personal and Account Details

1. Updating your personal details

- Log in to your individual account by clicking [here](#).
- On the top left corner of the homepage, click  the three vertical line icon.
- Click 'Member Details' from the list.



- Click  icon next to the member's name whose details you wish to update.
- On the member detail page, you can update the following information:
 - First name or last name (e.g., to correct spelling errors)
 - Mobile Number
 - Address
 - Emergency contact details
 - Nationality
 - Disability details
 - Photograph
- To update any other information, please email us at volleyzone@volleyballengland.org with your request. For changes to your date of birth, please attach a valid photo ID that confirms your date of birth.
- Finally, Click 'Submit'.

My Members

View Members ← Back

Options

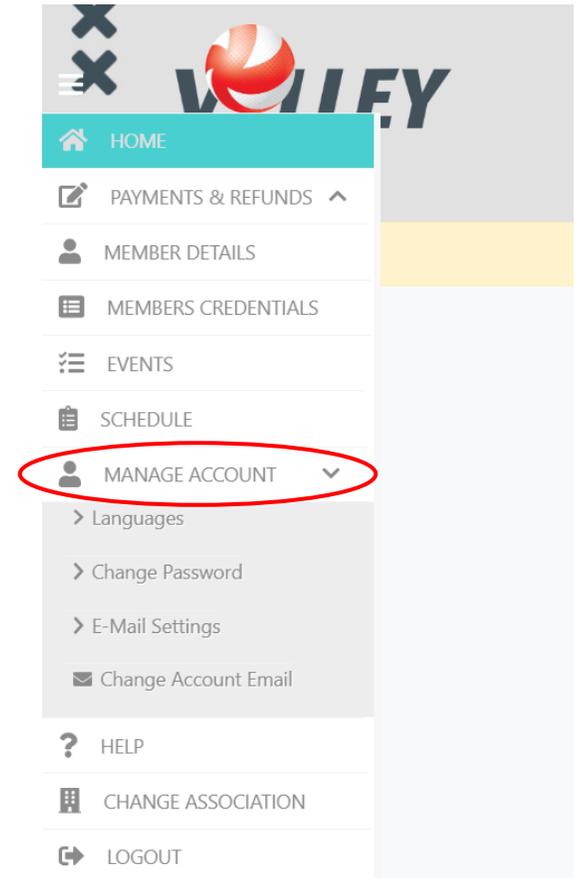
View Registrations View Transfers Manage Member Access

Search/filter options

Volleyball England ID	First Name	Last Name	Season	Status	Start Date	Expiry Date	Actions
VEU1301	Gillian	Harrison	2022-2023	Expired	01/08/2022	31/07/2023	

2. Updating your account details

- To update your username and password for the account, on the top left corner of the homepage, click  the three vertical line icon.
- Click 'Member Details' from the list.
- To update the password:
 - Click 'Change Password' from the drop-down list.
 - On the next page, click 'Change Password'.
 - Create a new password and save



- To update your username/account email:
 - Click 'Change Account Email' from the drop-down list.
 - On the next page, click  next to the member's name whose email associated with the account you want to update.
 - In the permission, choose 'Assign over' if you want to give all access to the new email address.
 - Enter the new email address.
 - Click 'Submit Change'.

