

**Updating Club Contacts**

Click on ‘Club Login’

Enter your Club’s 4 digit password. If you can’t remember this, email/text Janet Risk to obtain it

Click on ‘Club Contacts’

Click on your highlighted Club name to enter edit mode

Change contact details as required.

Check that the postcode of your venue is correct.

Include start time under ‘Notes’

Add Team Captain details

Click on ‘Save Details’ (gray button)

Click on ‘Home’ to logoff