

### Updating your club contacts

To update your club contacts select [Communications](#) and then 'Manage Contacts' from the left hand menu. The Manage Contacts menu allows the user to set up and maintain the contacts for the club.

- All defined contacts are displayed in the [Contact Manager table](#).

### Add a new contact with a My Tennis ID

- To add a new contact select 'Add Contact', the Find Contact Tennis ID screen is used to link the contact to their My Tennis ID.
- Enter the [My Tennis ID](#) in the My Tennis ID field
- Select the 'Search by My Tennis ID' button from the left hand side of the screen. If a match is found the results will be displayed at the bottom of the screen
- Click 'select' to go to their profile and add the member. All the contact information can be updated except for the My Tennis ID, First Name and Last Name. All bold fields are required.

### The additional information needed for the contact includes:

- A salutation, select a [salutation](#) from the drop down list
- An [Official Title](#), Select from the drop down list the title of this Office Bearer.
- And a [Position Start Date](#), the date the contact has started the position
- When all required information has been updated and added, select the 'Add contact' button from the bottom of the screen. This saves the contact information in the database and displays the contact information in the contact manager table.

### Updating a contacts details

- If you wish to update a contacts details, select 'Manage Contacts' from the left hand menu
- Select 'View' for the contact you wish to update
- Update any details where necessary
- Select 'update' from the bottom of the screen, the contacts details will now be updated.

### Removing an old contact

- If you wish to remove an old contact who no longer holds their position, select 'Manage Contacts' from the left hand menu
- Select 'View' for the contact you wish to remove
- Enter a position end date. The end date should be filled in rather than deleting the contact. This is preferable for historical record keeping.
- Select 'Update' from the bottom of the screen. The contact will now be removed from the contacts table.

Adiment

[You have now successfully updated your club contacts!](#)