

### Updating Your Club Profile

Select the [Club Admin](#) and then [My Profile](#) tab from the left hand menu. Within this screen you are able to update your Club Profile Information. All fields marked with an asterisk are required fields.

#### Club Details

1. Enter or update the [Club Name](#)
2. Enter an [ABN](#) if your club has one
3. Enter a phone number for your club (if your club doesn't have a phone number this could be the phone number for the main club contact such as the club secretary)
4. The Club phone number should be entered with the area code included. There should not be any spaces between the digits.
5. If your club has a fax number, enter the number with the area code in this field

#### Physical Address

The details within this field [cannot be altered](#). Please check the address and notify your state organisation of any changes.

#### Mailing Address

1. Enter the Club Mailing address. This is the address that all club correspondence is sent to.
  - o This address must be verified before you can continue. Click on the '[Check Address](#)' button. Select the appropriate address from the list and select '[Confirm Address](#)'.

#### Club Communication Settings

1. Enter the [Club Email Address](#). If your club does not have a designated email address, then enter the email address of an appropriate club contact ( for example the Club Secretary)
2. If your club offers SMS communication settings, check the '[Enable SMS](#)' checkbox. Complete the SMS Account and SMS Password details

#### EFT Setup

1. If your club offers EFT payment, select the '[EFT Available](#)' checkbox and enter the associated club banking details: Account Name, BSB Number, Account Number
2. You can also enter specific instructions regarding EFT payment in the '[Instructions](#)' textbox.

#### Credit Card Options

By selecting the checkbox marked 'All Membership Registrations Go to Pending File', all credit card member payments will be sent to the 'Pending Memberships' file. These memberships will require verification and confirmation by a club administrator to be completed.

To allow all member fees submitted via credit card to be instantly accepted, leave the 'All Membership Registrations Go to Pending File' checkbox unselected.

### Additional Information

1. Enter your club website address if you have one.
2. Once all of the above information has been entered, click on the 'Update' button at the bottom of the screen. 'Club information Updated Successfully' will appear in red at the top of the screen.

### View Contacts

1. To view the current club contacts, select the 'View Contacts' button at the bottom of the screen. Here you can view the details of your club contacts. If any of these contacts require updating, this can be performed via the 'Manage Contacts' tab to the left of the screen. This will be covered in a separate document.

You now have successfully updated your club profile!