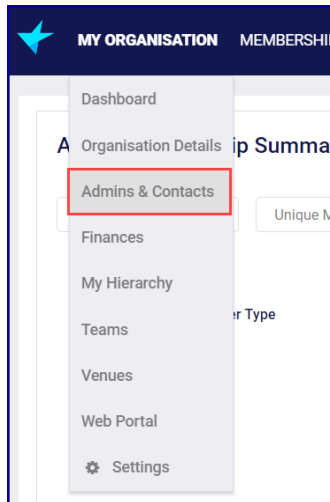


How do I edit details of a contact?

Last Modified on 07/10/2019 3:14 pm AEDT

Hover over **My Organisation** and select **Admins & Contacts**.



Click **EDIT ROW** at the end of the line that you want to edit.

Admins & Contacts

[Create Contact](#) All Status

FIRST NAME	LAST NAME	USERNAME	EMAIL *	MOBILE PHONE *	ROLE(S) *	IS PRIMARY	ADMIN STATUS	
Amy		@sportstg.com	@sportstg.com	0400111222	Treasurer, Administrator	<input type="checkbox"/>	Active	EDIT ROW
John	Smith		noreply@sportstg.com	0444111666	President, Administrator	<input type="checkbox"/>	Inactive	EDIT ROW
Mary	Jones		noreply@sportstg.com	0456789012	Publicity Manager	<input type="checkbox"/>	Inactive	EDIT ROW

Showing Rows 1-3 of 3

Make changes and click **Save**.

Admins & Contacts

[Create Contact](#)

FIRST NAME	LAST NAME	USERNAME	EMAIL *	MOBILE PHONE *	ROLE(S) *	IS PRIMARY	ADMIN STATUS	
Amy		@sportstg.com	@sportstg.com	0400111222	Treasurer, Administrator	<input type="checkbox"/>	Active	EDIT ROW
John	Smith		noreply@sportstg.com	0444111666	President, Administrator	<input type="checkbox"/>	Inactive	EDIT ROW
Mary	Jones		noreply@sportstg.com	0456789111	Publicity Manager	<input type="checkbox"/>	Inactive	EDIT ROW

Showing Rows 1-3 of 3

NOTE: the **Save** button appears after you make a change.

NOTE: if the Treasurer Role is removed, the member can no longer update the bank details.

Related Articles
