



How do I edit contact details of a user?

Last Modified on 15/04/2021 8:53 am AEST

1. Click the arrow against My Organisation and click **Admins & Contacts**.
2. Click **EDIT** against the admins name.

First Name ↕	Last Name ↕	Email * ↕	Mobile Phone *	Role(s) *	Is Primary	Admin Status	Action(s)
Andrew			+61 400100200		<input type="checkbox"/>	Active	Edit ▾
Arran			+61400100200	Administrator, Treasurer	<input type="checkbox"/>	Active	Edit ▾
Chris			+61 400100200	Administrator, Treasurer, President, VicePresident, Secretary, Registrar, CommitteeMember, PublicityManager, CoachingDirector, RefereesManager, CompetitionManager, Other	<input type="checkbox"/>	Active	Edit ▾

3. Make the relevant changes and click **save**.

NOTE: if an admin needs to change their email address, you won't be able to change this on the existing contact, so you will need to disable that admin access and add the admin with their new email address as a new admin and enable them.

Related Articles
