

Edit Profile

This document deals with how to Edit your Profile

Step 1:

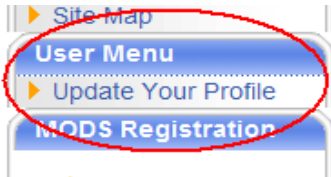
There are two options of buttons/links to get to the screen to edit your profile .

1. From the User Menu box
2. From the Tool Bar

Option 1:

Click the 'Update Your Profile' link in the User Menu box.

Example Shown circled in red below



Option 2:

Click the 'Edit Your Profile' button

Example Shown circled in red below

[Home](#) [Teams](#) [Payments / Invoices](#) [Change Your Password](#) [Edit Your Profile](#) [Logout](#)

Step 2:

Make the necessary changes to the details of your profile

Step 3:

Click the 'Save' button

Example of Completed Edit Member Profile

Edit Member Profile Norville Rogers

First Name *	<input type="text" value="Norville"/>	Last Name *	<input type="text" value="Rogers"/>
Date of birth (mm/dd/yyyy) *	<input type="text" value="07/19/1966"/>	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nickname *	<input type="text" value="shaggy"/>	(The nickname is visible to the public)	
Password (min 6 chars) *	<input type="password"/>	Confirm Password *	<input type="password"/>
Secret Question *	<input type="text" value="First pet's name ?"/>	Secret answer *	<input type="text" value="scooby"/>
Email *	<input type="text" value="shaggy@mods.mb.ca"/>	Receive Newsletter ?	<input checked="" type="checkbox"/>
Address	<input type="text" value="121 main st"/>		
City	<input type="text" value="Winnipeg"/>		
Province	<input type="text" value="MAnitoba"/>		
Phone (###-###-####) *	<input type="text" value="1234567890"/>		
Postal Code (L#L-#L#) *	<input type="text" value="11111"/>		

For the following, you must first click the link to view both the waiver and code of conduct before checking the check boxes

- [Waiver Agreement \(Click here to view, opens a new window\)](#)
 By clicking here you accept the following Waiver
[Code of Conduct Agreement \(Click here to view, opens a new window\)](#)
 By clicking here you accept the following Code of Conduct

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Step 4:
Your profile is saved

Example of the Confirmation of the Saved Profile Screen

[Home](#) [Teams](#) [Payments / Invoices](#) [Change Your Password](#) [Edit Your Profile](#) [Logout](#)

Norville Rogers profile has been saved