

## Q: How can I edit/update my personal details?

### How to edit your details:

1. Once logged in to the system you will have the ability to view your personal information that is saved to our system. This information on the Coaching system is read only.

The screenshot shows a web interface for a coaching system. At the top, there are navigation tabs for 'QUALIFICATIONS' and 'COURSES'. Below that is a header for 'MY PROFILE & COACH LICENSE'. Underneath the header are three tabs: 'PROFILE' (highlighted with a green box and a '1'), 'COACH DETAILS', and 'COACH LICENSE'. The main content area is titled 'Coach Profile' and includes a message: 'To update your personal details please click here (for security you will have to login again)'. The form contains several fields: 'First Name' (Niall), 'Last Name' (Nicholls), 'Email Address' (niall.nicholls@active.com), 'Date of Birth' (09/11/1983), 'Gender' (Male), 'Address' (Flat 1, 17 Home Way), 'Town' (Harrogate), 'County' (Northamptonshire), 'Post Code' (HG2 4QR), and 'Country' (England). A green box with a '2' highlights the 'Line 2' field in the address section.

2. All personal information we display on the 'Coach Profile' page is data that is both held and editable via the Table Tennis 365 system.

The information displayed on screen within the Coaching system can't be edited from here. To make amendments to your personal information access the system to update as required.

[www.tabletennis365.com/TableTennisEngland/Membership/Login](http://www.tabletennis365.com/TableTennisEngland/Membership/Login)