FIRSTSPORTS

GMS

Updating & Editing Members

Introduction

There are three different ways that individual details can be updated, these are:

- Expand Edit (club admin)
- Drill through (club admin)
- Personal Details (by the individual)

1. Expand Edit

Via the grids, each individual has a row dedicated to them. The row contains a lot of information about the individual. (Scroll to the right to see additional details) The rows can be expanded (via a Red Arrow) to display the individual's pertinent details.

Expanding details loads the individuals personal details, selecting the Pencil makes the information editable

To remove any current roles, select the X against any of those assigned role and the role will be removed.
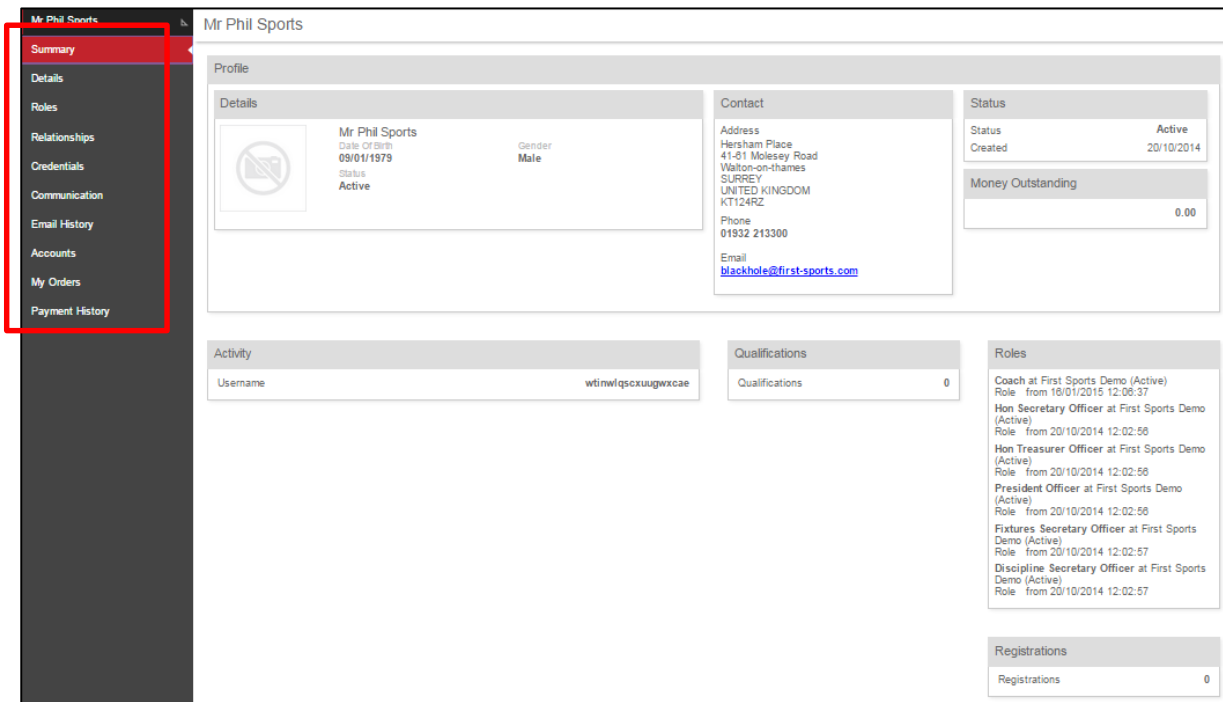To add a role simply type into the text box the name of the role to be added and select Add
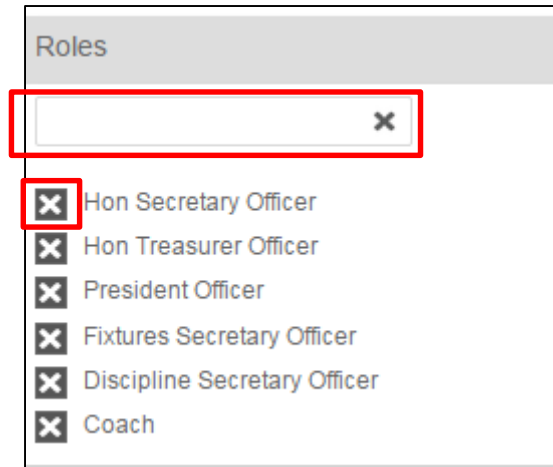
2. **Drill Through**

Each individual name is hyperlinked. Selecting the name will drill through on the details for that individual

From here the various tabs will hold different elements of data about that individual and can be edited

3. Personal Details

Each individual that is entered onto the clubs database can have access to their own Personal details and update these.
If they have a log in, they can sign in to GMS and access the module called "Personal Details" once accessed they can update and change a host of their details.