

# How to.....update your website profile



The Portal Golf Club website is able to be used to find and contact other members from the Golf Club. By updating your website profile you give other members access to this information. Only members from Portal Golf Club who are logged into the website with their username and password are able to view this information.

You are able to update/add to your profile;

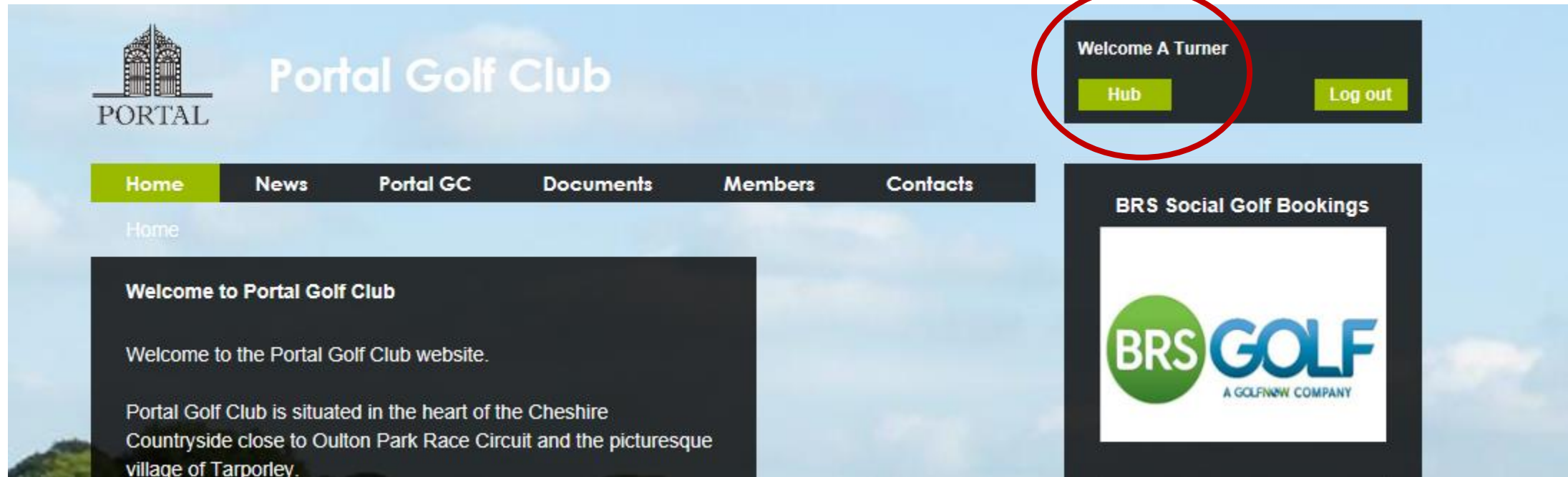
- Telephone Numbers
- Address
- Email address
- A profile picture
- A “Send Message” button to allow other members to contact you directly
- In addition you can also update your contact information that is stored in ClubV1

This document is designed to walk you through the process for changing your details and also show you how to update your website profile information and what can be viewed by other members.

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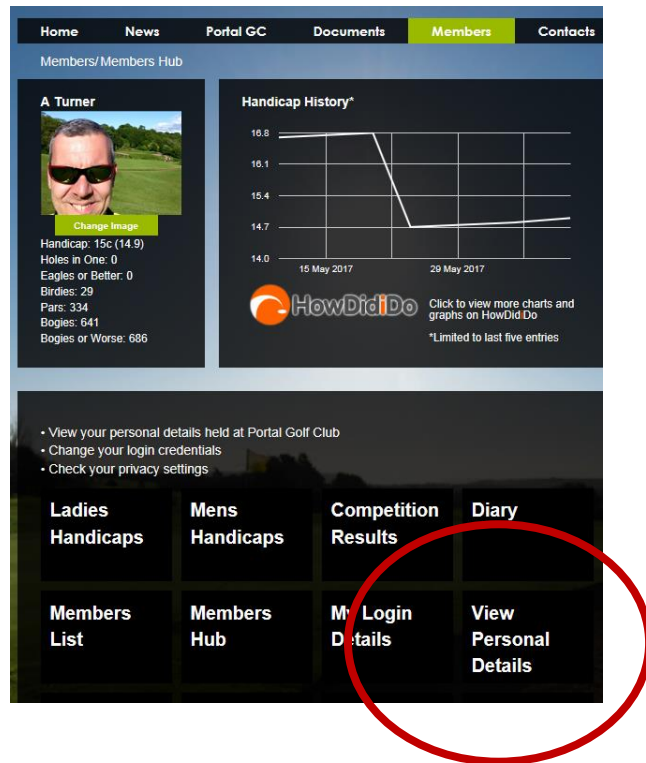
1. Login to the PGC website - <http://portalgolfclub.co.uk/Home.aspx>
2. Click on Hub next to your username.



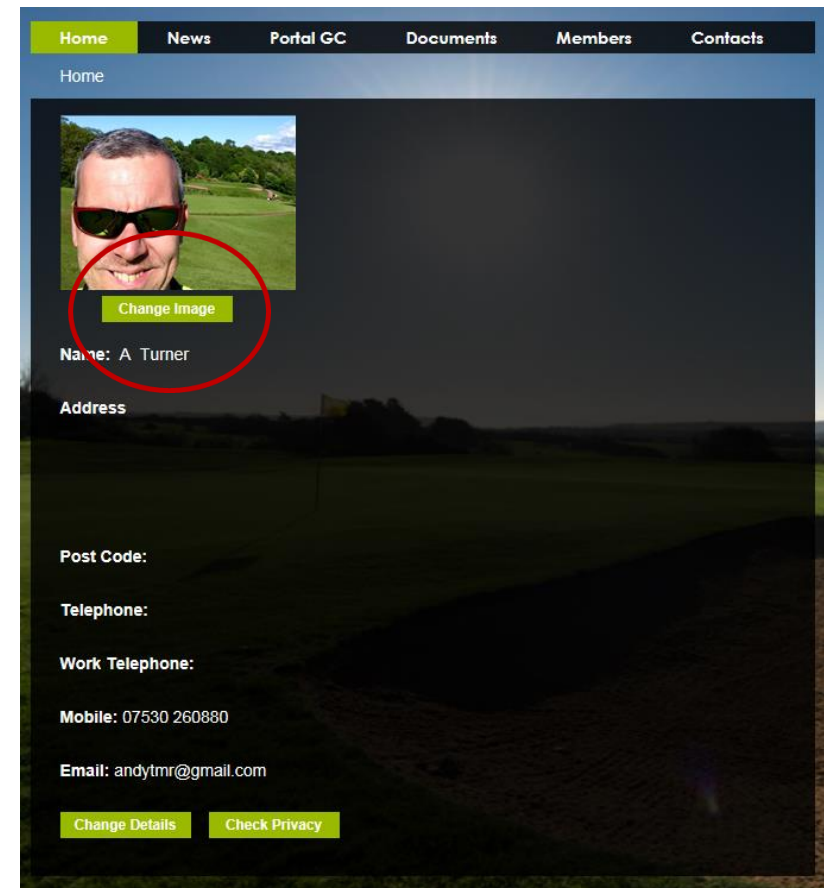
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3. Click on the View Personal Details tile on the Hub page.



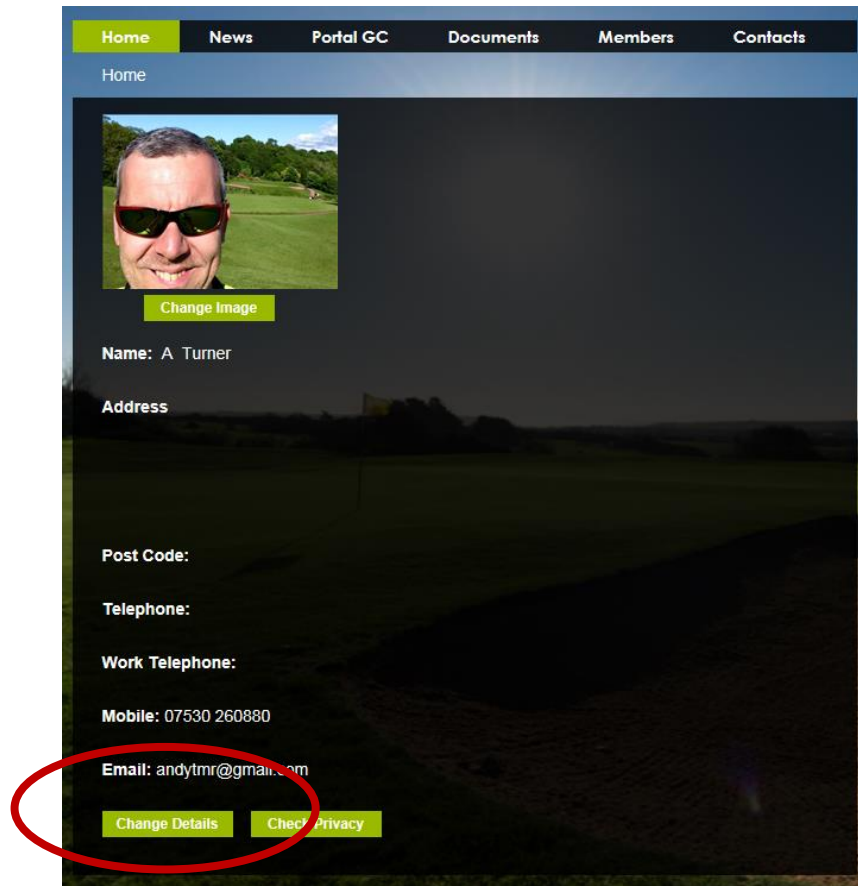
4. To change your profile image click on the Change Image Button.



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5. To change and update your details click on the Change Details button.



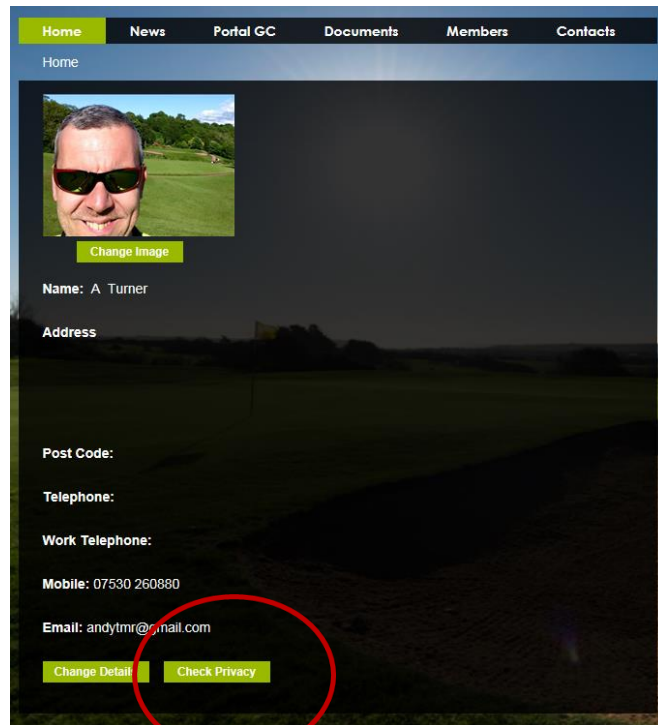
6. Fill in the details you wish to update and click on submit.

This will send a change request through to club admin who will update your details in ClubV1.

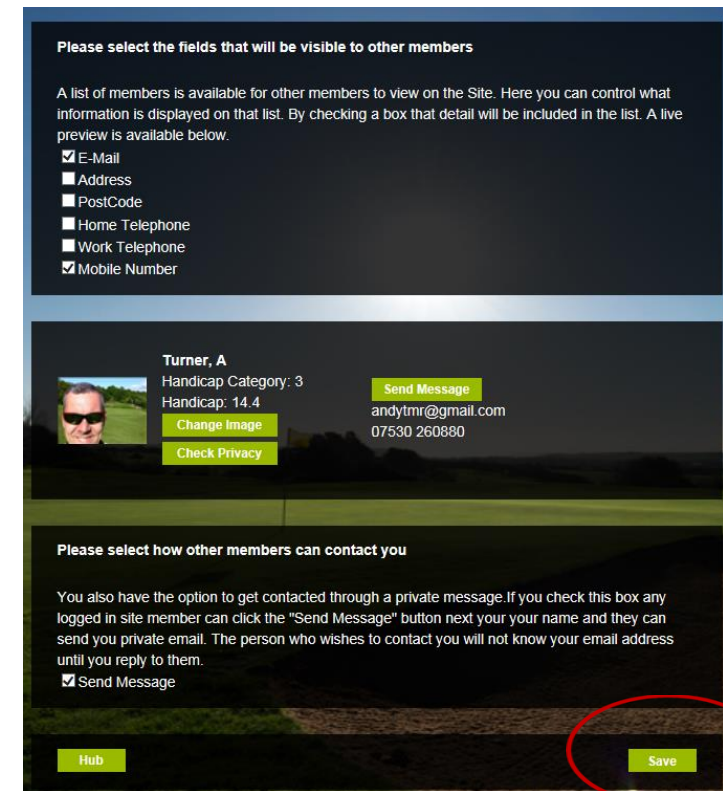
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7. To check and change your privacy details click on the check privacy button



8. Tick the boxes to choose what information is visible to other members on the website (please note only members logged into the site can see this information). Click on save to store your choices.



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You have now updated your profile on the Portal Golf Club Website. You can contact members directly through the site by clicking on the send message button when it appears next to the members name.

