**Changing email addresses on the Clubs Web Site**

Amending the Contact/Email address on the Clubs Official Web Site can only be carried personally so If you could please check that the latest address is held on the site it will help the Club to keep you informed of all happenings.

The following instructions should be followed

**HOW TO CHECK/AMEND SETTINGS**

**Anyone needing to change their email address or are not receiving Email messages from the club needs to check their Profile on the site to ensure that the Email address is correct and you have allowed messages to be sent.**

**To do this follow the next steps**

**You do need to have an email address that is unique to yourself as email addresses being used by other people on the system will not be accepted**

**If the address on the system is incorrect (Not the latest or the best one)**

**You need to amend this on your Profile within the Web Site**

**To do this you need to sign into the web site using your old Email address and Password**

**Then at the top of the screen you should see your Name**

**Click/Select your name and a drop down menu should appear.**

**Select “SETTINGS”**

**You should then see your Email address**

**Amend it please (to the address you use most) and then scroll to the bottom of the page and select  “SAVE CHANGES”**

**You may receive an email confirming the change. Please acknowledge it by clicking/Selecting the link.**

**You will then use the new address in future**

**Whilst in the "Settings" Screen you should check your "Email Settings"**

**(link near the top of the screen)**

**It is suggested that you ensure all the box's next to the Headings below are Ticked.**

**Email Settings**

**Send me email alerts about my club and Pitchero profile**

**Notifications**

**User Settings**

**Email me when someone sends me a message on Pitchero**

**Email me when a match result I have contested is reviewed**

**Email me when someone requests to be my friend**

**Email me when someone comments on one of my videos**

**Email me when someone comments on my wall**

**Remember to scroll down and select "Save Changes"**

Ok that’s the job done and in future to sign into the Web Site you need to use your new Email address and your Password