



The National Allotment Society

National Society of Allotment and Leisure Gardeners Ltd

Editing Affiliate member details

ABSTRACT

Quick Instruction manual for member administrators on how to edit affiliate members' details on their members List

The National Allotment Society

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1. Editing Affiliate Details

Once you have clicked on the 'Affiliates' button, all your members details will drop down in the display just as the format seen in the image below. Here you can view, edit and remove affiliate members' names and their details.

(Please note some info on the screenshot image below is redacted for data security)

The screenshot shows a web interface for managing affiliate members. At the top, there are navigation tabs for 'Details', 'Affiliates', and 'Subscriptions and Payments'. Below the tabs, a status message reads 'You currently pay for 15 and have 7 linked.' followed by an 'add affiliate member' button. A search bar and a 'Show 50 entries' dropdown are present. The main content is a table with columns for 'position', 'Title', 'First Name', 'Surname', 'Mail', 'Ins', 'Address 1', 'Address 2', 'Address 3', 'Town', and 'County'. The table contains seven rows of affiliate members. Each row has a purple edit icon and a red delete icon. An orange arrow points to the purple edit icon for the member 'Helen'.

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	C
	Secretary	Miss	Jane	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	
	Affiliate		Alayne	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Shakespeare Way			Corby	Northants	U K
	Affiliate		Catherine	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Shakespeare Way			Corby	Northants	U K
	Affiliate		Peter	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Shakespeare Way			Corby	Northants	U K
	Affiliate		George	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Shakespeare Way			Corby	Northants	U K
	Affiliate	Mr	John	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1
	Affiliate		Helen	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Shakespeare Way			Corby	Northants	U K

'Edit members details' button

For each line with an affiliate member, you will see a purple icon – this is the 'edit affiliate' button. Click on this to make edits to an affiliates name and details.

Once you've clicked on the edit button, you will then be taken to that member's current profile where you can then click on 'edit details'.

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home > Member's Area > Your Account

Your Account

Name : Miss Jane [redacted]
Username : user193689
Email : [redacted]@gmail.com
Home Tel : 01536 266576
Work Tel :
Mobile Tel :
Terms Accepted : yes
Receives E-Newsletter : yes
Has Insurance : no

Edit Details

Change Password

Home Address:
123 Test Street
Test Town
Test
TE54 4AG

Edit Home Address

Work Address:

Edit Work Address

Once you have made your edits, click 'update details' at the bottom and the system will automatically save these.

Make sure you have filled in all compulsory details as you will not be able to save if any compulsory field is missing.

Terms Accepted

Receives E-Newsletter

Register for NAS Insurance

Update Details **Close**

If you have any queries, please do let us know by dropping us an email at Head Office – contact@thenas.org.uk.