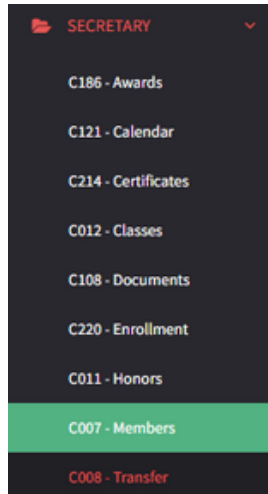# UPDATE MEMBER DATA

- Change name/Date of Birth or Verification Date (to fix SV status)
- Change member's function/role within the club
- Update current club Member Data Manually (address, contact info)

Step 1: Log into your account at www.nadyouth.com

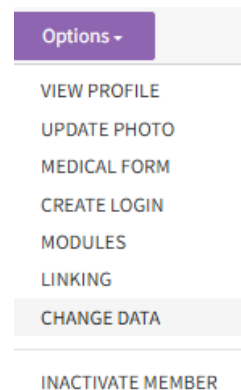**Step 2:** In the Menu go to module **SECRETARY**, sub-module "**C007 - Members**"

Step 3: On the right hand side **Search Bar**, type the Club Member name

Step 4: On second to last column click **OPTIONS** then click on **CHANGE DATA**

NOTICE: You will only be allowed to make changes 5 timeS in a certain member's profile until YMMS blocks you from making any more changes, so use this feauture wisely.

Step 5: Make any changes necessary to the member's data.

Step 6: Scroll all the way to the bottom. Accept the terms. Then click **Save**