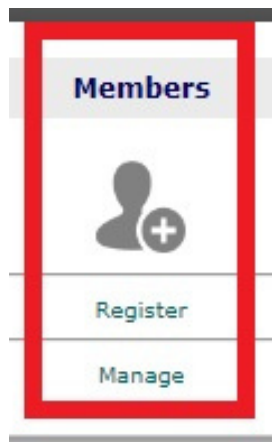


# UPDATE MEMBER DATA

- Change current club Member Data Manually
- Change past director/secretary to club staff

**Step 1:** Log into your account at [www.nadyouth.com](http://www.nadyouth.com)

**Step 2:** In the Short Cut Menu go to **Members** and click on **Manage**



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


Search:

**Step 4:** On second to last column "Change" click on the **Edit icon** 

**Step 5:** At the top change the **Role** by selecting their new role from the drop down list to their new staff role for the current Club Year.

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

\*I accept the Terms:

 Save