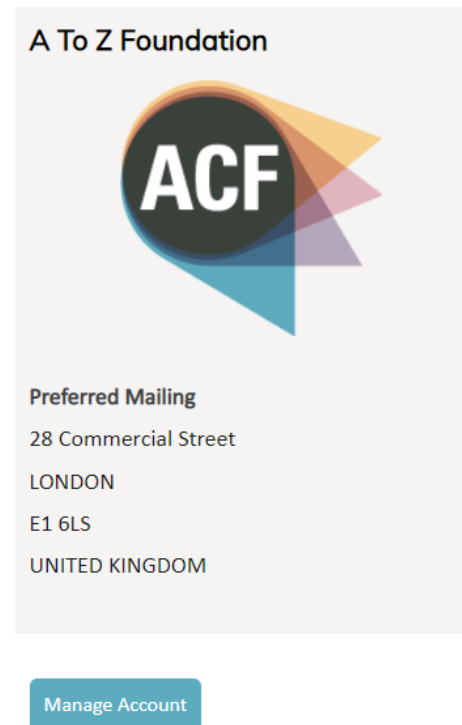


UPDATE YOUR ORGANISATION'S DETAILS



1. [Log into our website](#)
2. Select your name in the right-top corner and go to 'My account'
3. Click on the name of your organisation (under your name)
4. On your organisation's profile, click on 'Manage Account'



You'll see a series of tabs where you can edit information:

- About tab** (update logo, address, website, etc)
- Contacts tab** (see all active individuals currently connected to your organisation. Please let us know at acf@acf.org.uk if any changes are needed)
- Participation tab** (see upcoming event registrations)
- Transactions tab** (see any open invoices)
- Preferences tab** (update mailing preferences for the organisation email, if there is one, rather than individual accounts)
- Historical Events tab** (see past events that members of your organisation have attended)
- Membership tab** (see details of your current membership fees)
- Profile tab** (update information about your organisation such as funding areas, number of staff, etc)