## Demographics and ICE - step-by-step guide

- 1. Go to Croquet England Subscribers' Website (www.croquet.org.uk)
- 2. If you are not already logged in, then click the **Log In** button in the top right.
  - a) Fill in your email address that receives communications from Croquet England, such as the eNews.
  - b) Fill in your password or, if you cannot remember it, then click 'Set a new password'
- 3. You should now see your name in the top right (next to the Log in button). Click on **your name** to bring up a page that looks similar this but with all your details:

About Us Play Compete Subscribers News	Home Shop		G
🖲 Enable Privileges) 🛢 Directory Home) 🕝 Help) Croquet England 🤌			
View Person:			Log Or
Home > Members > Directory			
Visibility: 🕮 contact details available to fellow club members and Croquet England Subscrib	ers. Access: Owner more		
🗘 Postails 🏝 🍽 Profile 💈 Payments 🔊 Labels 📹 Memberships 🗍	© Admin		
PEdit) Aembership Card) (TES Entries) Inter-Counties		UELENG	÷
Primary Club:			
Address Line 1*:			
Address Line 2*:			
Town/City*:			
County/State":			
Postcode*:			
Country":			
Home Phone":			
Email":			
AC: Handicap <sup>™</sup>	🥐 update handicap		
GC: Handicap <sup>®</sup>	🥐 update handicap		
SC: Handicap1 for 1P (one peel), etc."	🥐 update handicap		
Has CVD?*:			
Ref. Num.: Subscriber number			
Sponsor: Person who pays			
Last Login":			
Paperless?:			
Constituency: Voting registration	٢		
Dusing this website	Contact Us	Security a	and Priva
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4. Select the **edit** button (circled in red above) which will display the next screen:

About Us Play Compete Subscribers News Home Shop
Update Personal Details for
Step through each page in turn using the <i>Next</i> and <i>Back</i> buttons at the bottom of the form. Changes are saved only by <b>confirming</b> on the last page. <i>Cancel</i> will discard all changes.     Name   Address   eContacts   Personal   Handicaps   Sharing   Confirming
Your Name   Title*   Full Initials   Including forename initial, excluding surname*   Surname*   Forename*   Forename*   Bate of Birth   Index of Birth   Fields marked   Fields marked   Tradeet expland will not share personal details with any other organisation and will keep them confidential, except for operational reasons, as described in our Security, Privacy, and Cookie Policies and Information.
Outsing this website Contact Us Security and Privace   © 2000-2024 Croquet England - a charity registered in England & Wales (No. 1202444). All rights reserved. The Croquet England logo is a ® registered trademark. Patron: HM The King   Patron: HM The King Image: Page Registered trademark. Image: Page Registered trademark.

- 5. By clicking the **Next** button (circled blue above) you will work through the pages giving your address and contact details. You will then come to the Personal page where you can fill in your Emergency contact details (ICE) and your demographic details.
- 6. Click **Next** again to work through the handicaps and sharing pages and you will come to the Confirm page. This shows all the information held on the database and who can see it.
- 7. If anything is wrong, then click the Back button at the bottom of the page. When it is all correct click the **Confirm** button at the bottom of the page.