



How to

Update Email Address Details
In ScoutLink

For Young Adults / Adults Members – Over the age of 18 years

Update Member's Contact Details

1. Log on to ScoutLink
2. Select Member from the ScoutLink menu list
3. Search and select the member record to update
4. Update the Adult member's detail. Select Summary from the tabs
5. Open the record and press the edit button on the right hand side Edit
6. A pop up screen will appear, select the Contact Tab

Identity **Contact** Address

This screen will be shown

Contact

Home Phone:	<input type="text"/>	Silent: <input type="checkbox"/>	Work Phone:	<input type="text"/>	Silent: <input type="checkbox"/>
Home Fax:	<input type="text"/>	Silent: <input type="checkbox"/>	Work Fax:	<input type="text"/>	Silent: <input type="checkbox"/>
Mobile Phone:	<input type="text"/>	Silent: <input type="checkbox"/>	Email-1:	<input type="text"/>	Silent: <input type="checkbox"/>
Family Code:	<input type="text"/>		Email-2:	<input type="text"/>	Silent: <input type="checkbox"/>

7. Update Email-1 as the **Main Adult Member's** email address
8. Update Email-2 as the **Secondary** email address if they have one.
9. Update all the other information if there are any errors.
10. Once the record has been updated press the update button to save the record

To Access ScoutLink [Click Here](#)