




# How to

Update Email Addresses and Parents Details  
In ScoutLink

## For Youth Members – Under the age of 18 Years


### Update Parent Details

1. Log on to ScoutLink
2. Select Member from the ScoutLink menu list
3. Search and select the member record to update
4. Select Parents from the tabs in the top row  Parents
5. Parents will be listed in this section

Relationship	Name	Contact Number 1	Contact Number 2	e-Mail Address	Occupation
 Father	Mr Colin Thrope	02 9999 7777	-	colin@test.com	Packer
 Mother	Mrs Shona Thrope	02 9999 7777	-	shona@test.com	Mother

6. Click on the parent's  Edit button to update the parent's information

(1067244) Barry Thorpe - - Edit Parent

Find Parent:  

Relationship:  Title:

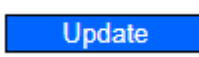

First Name:  Middle Name:

Surname:  Family Code:

Employer:  Occupation:

Contact Number 1:  Contact Number 2:

e-Mail Address:  Skills:

7. Make sure the first parent has the following information:
  - i. Relationship
  - ii. First Name
  - iii. Surname
  - iv. Contact Number 1 – Home Phone or Mobile
  - v. Contact Number 2 – Mobile (if applicable)
  - vi. E-mail Address
  - vii. Don't forget to press the  Update button to save your changes.
8. Repeat for all other parents
9. If you need to add a parent press  Add and repeat from i to vii.





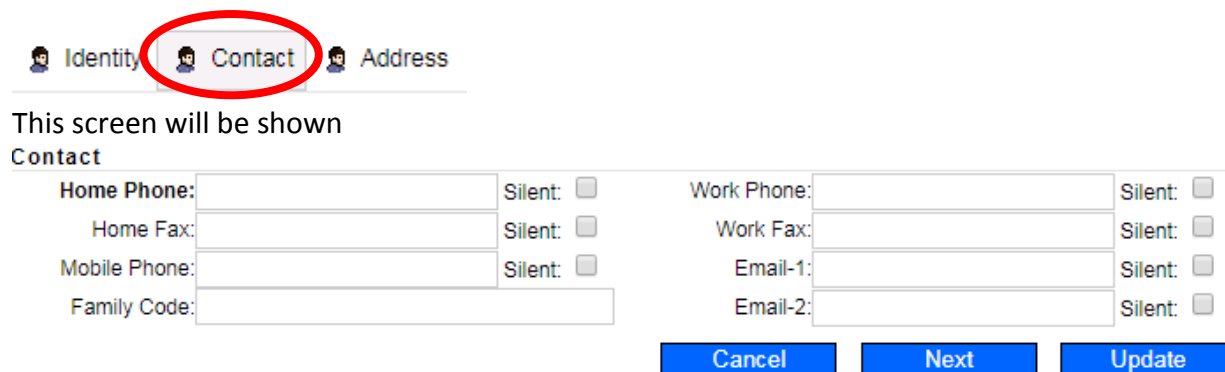
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## For Youth Members – Under the age of 18 Years

### Update Youth Member's Contact Details

10. Update the Youth member's detail. Select  Summary from the tabs
11. Open the record and press the edit button on the right hand side  Edit
12. 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"/>

13. Update Email-1 as the **family email or primary carer's** email address
14. Update Email-2 as the **Youth Members** email address if they have one.
15. Update all the other information if there are any errors.
16. Once the record has been updated press the update button to save the record

To Access ScoutLink [Click Here](#)