



## How to Update Your Contact Details

You can manage your contact information in [ENgage](#), in **Personal Details**. Please find a step-by-step guide below:

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1. Log into ENgage and click on **Personal Details**, followed by **Details** (**Details** can be found in the menu on the left hand side of the screen. Note: If the menu has collapsed and you can only see icons, you can click on the three horizontal lines in the top left (also known as the hamburger ☰) to expand the list).
2. Click on the pencil icon ✎ in the **Home Address**, **Mobile Phone** or **Home Email** box to edit the relevant fields.
3. Make sure the **Is Default** box is marked **Yes**.
4. To save, simply click on the small disc icon 💾

### **Details that can't be updated**

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Contact details can be changed but information relating to a person's identity can't. This includes First and Last Name and Date of Birth. For this, you'll need to email [membership@englandnetball.co.uk](mailto:membership@englandnetball.co.uk), with a copy of official documentation to evidence the change. We do not need evidence where an obvious typo has occurred. Please also provide a copy of an official document (such as a birth certificate, driving license, passport etc.) to confirm your correct DOB.