

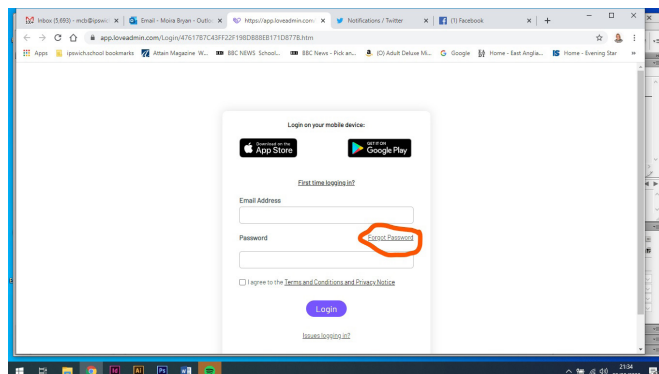
# IES Hockey Club

## Instructions to update LoveAdmin registration information for current members



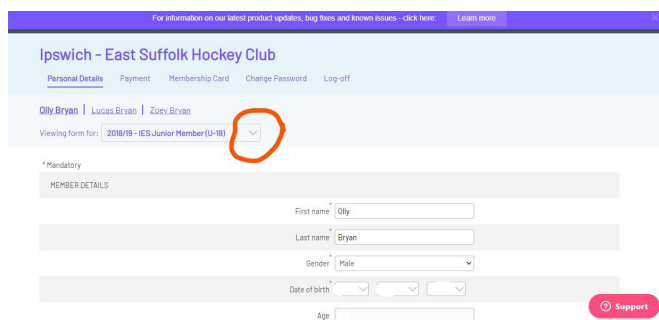
Click on this link or the link in your email:  
<https://app.loveadmin.com/Login/47617B-7C43FF22F198DB88EB171D877B.htm>

This will take you to the login page. If you can't remember your password, click on the 'forgot password' link circled in red here



When you are logged in, you will then be able to view the information we hold for you/ your children.

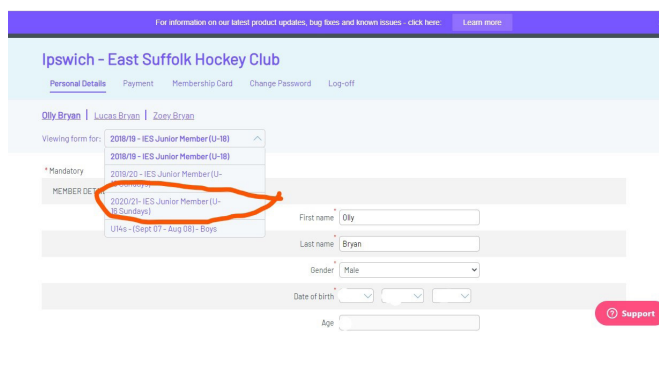
Click on the arrow for the drop down menu circled in red here to select the 2020-21 season



You will see something similar to this menu.

Click on the 2020-21 menu circled here to update information for this season.

This will bring up a pre-filled form; you just need to check all the information we hold for you is correct, and update information as necessary.



Once you are happy, click the 'save' button at the bottom of the page, circled in red here. You don't need to proceed to the payment page as we are not using the payment options on LoveAdmin.

We will ask you to pay preferably by bank transfer and that information will be emailed separately.

