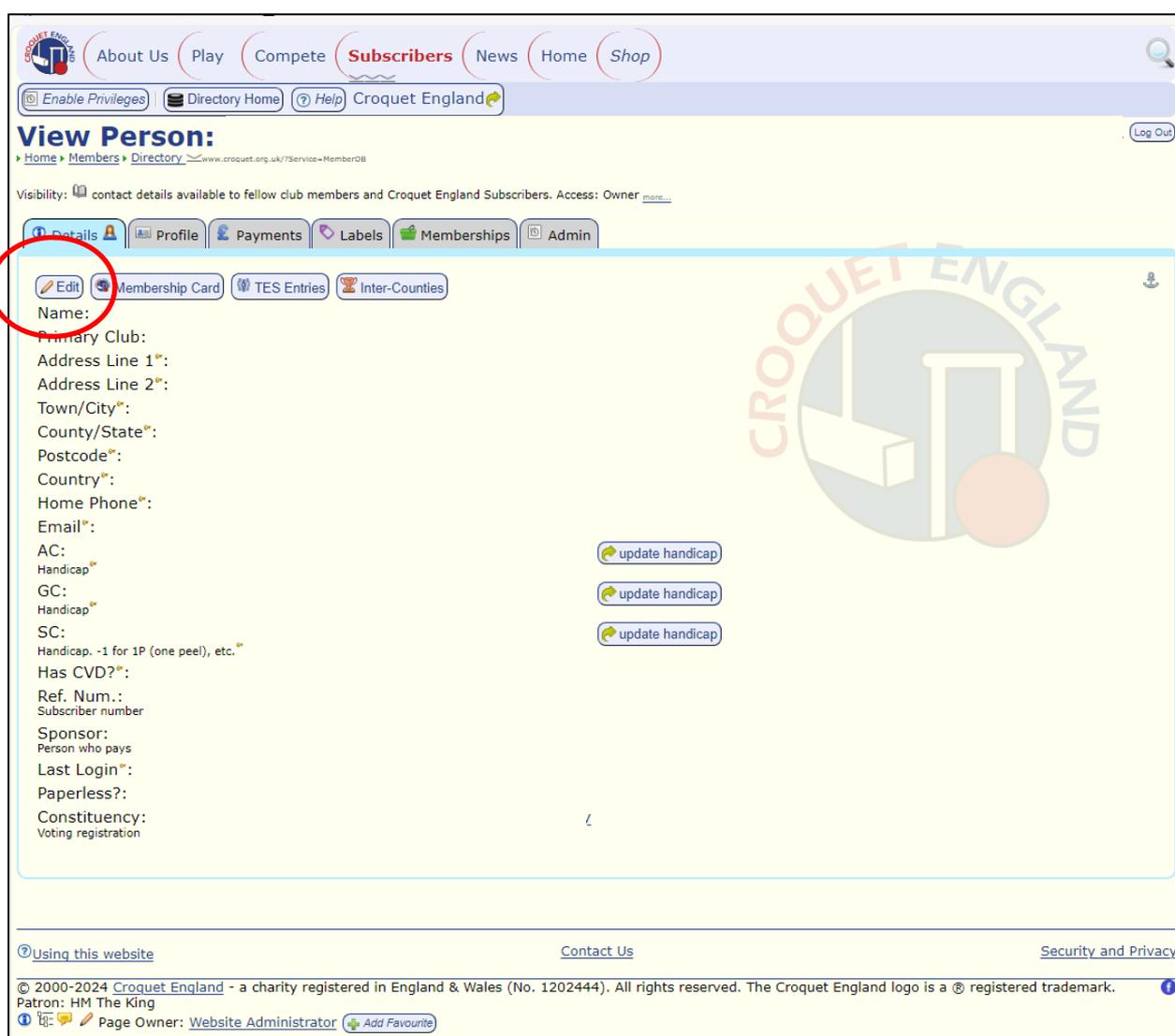


Demographics and ICE – step-by-step guide

1. Go to [Croquet England Subscribers' Website](http://www.croquet.org.uk) (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:



The screenshot displays the 'View Person' page on the Croquet England website. The page header includes navigation links: About Us, Play, Compete, Subscribers (highlighted), News, Home, and Shop. Below the header are utility links: Enable Privileges, Directory Home, Help, and Croquet England. The main content area is titled 'View Person:' and shows a breadcrumb trail: Home > Members > Directory. A 'Log Out' button is in the top right corner. The page indicates that contact details are available to fellow club members and Croquet England Subscribers, with the user's access level set to 'Owner'. A row of tabs includes Details (selected), Profile, Payments, Labels, Memberships, and Admin. Below these tabs are buttons for Edit (circled in red), Membership Card, TES Entries, and Inter-Countries. The profile form contains the following fields: Name, Primary Club, Address Line 1, Address Line 2, Town/City, County/State, Postcode, Country, Home Phone, Email, AC Handicap (with an 'update handicap' button), GC Handicap (with an 'update handicap' button), SC Handicap (with an 'update handicap' button), Has CVD?, Ref. Num. (Subscriber number), Sponsor (Person who pays), Last Login, Paperless?, and Constituency (Voting registration). The footer contains copyright information for 2000-2024 Croquet England, contact links, and a security and privacy notice.

4. Select the **edit** button (circled in red above) which will display the next screen:

