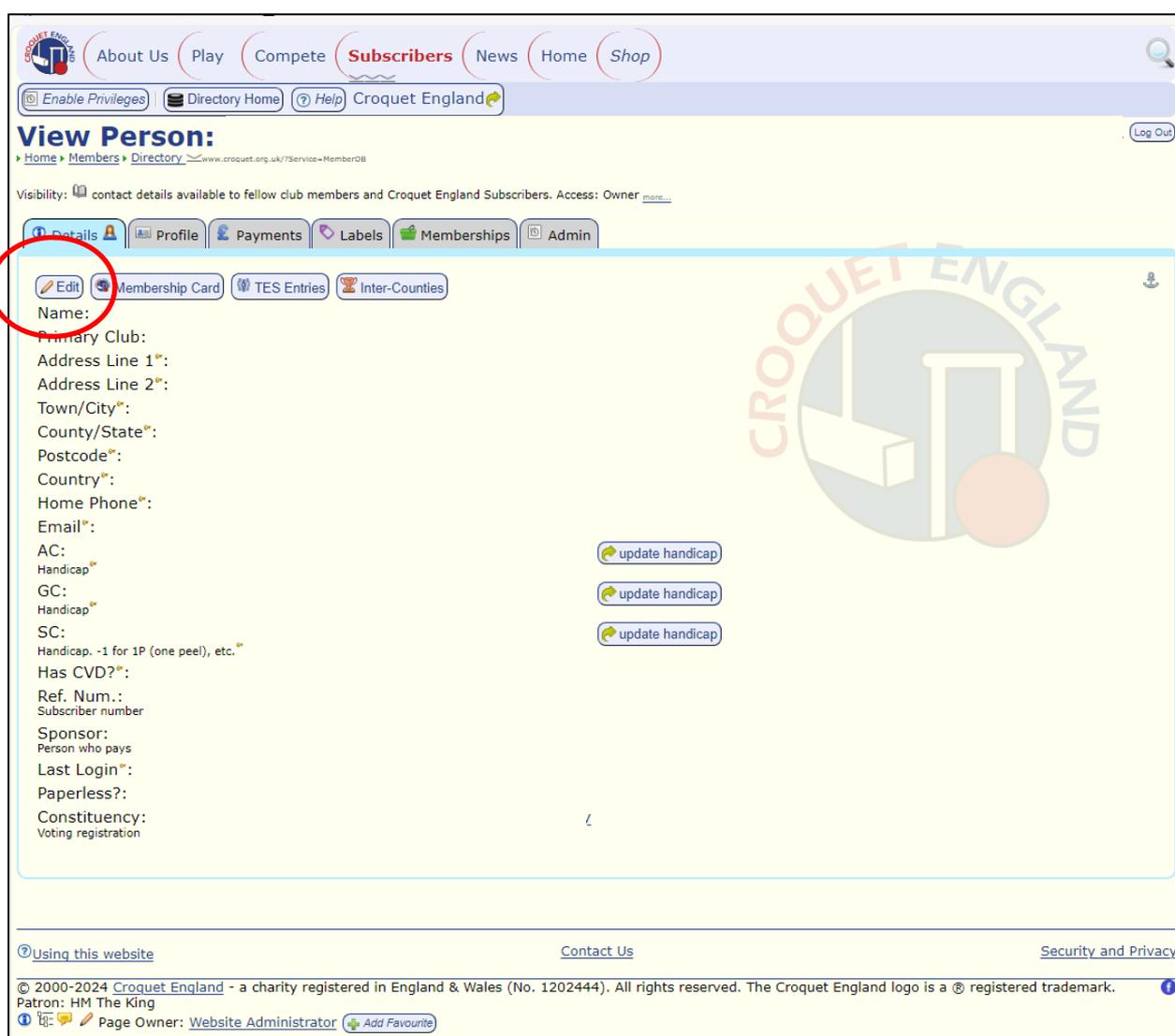Demographics and ICE – step-by-step guide

1. Go to [Croquet England Subscribers' Website](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:

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

5. By clicking the **Next** button (circled blue above) you will work through the pages giving your address and contact details. You will then come to the Personal page where you can fill in your Emergency contact details (ICE) and your demographic details.

6. Click **Next** again to work through the handicaps and sharing pages and you will come to the Confirm page. This shows all the information held on the database and who can see it.

7. If anything is wrong, then click the Back button at the bottom of the page. When it is all correct click the **Confirm** button at the bottom of the page.