

## Bulk Edit

The bulk edit facility enables club administrators to make changes to multiple members






















It is possible to amend the following details within the bulk edit.

- Names
- Date of Birth
- Address
- Phone Number
- Email
- Membership Details

To access the bulk edit facility, select the **Member list** from the menu bar on the clubs site.

Membership	Member List
Club Profile	Roles
Teams	Types
Events	Export Member Data
	Email Members
	Email History
	Merge Individuals
	Pending Members
	Club Handbook
	Reports

Once the member list has loaded, select the members that need editing/updating, by inserting a tick next to their name.

Type	Name	Renewal	Status	Phone Email		CRB			<input type="checkbox"/>
Social	<a href="#">Webmaster Ten (1146355)</a> ▶ Webmaster / Full Webmaster	15/07/2011	Full	maxburton@rfu.co m 343434 23434324 3					<input type="checkbox"/>
Social	<a href="#">Terry Test (1237500)</a>	10/12/2010	Full	maxburton@rfu.co m 11223 344					<input checked="" type="checkbox"/>
Social	<a href="#">Max Test (1098807)</a> ▶ Officer / Registrar / Adult ▶ Officer / Registrar / Youth ▶ Officer / Registrar / Women ▶ Webmaster / Full Webmaster	03/08/2010	Full	maxburton@rfu.co m (0) 1919 1122343		<input checked="" type="checkbox"/>			<input type="checkbox"/>
Adult Registered Player	<a href="#">Play Test (1140844)</a> ▶ Player / Registered / Adult (Men)	14/07/2012	Full	maxburton@rfu.co m 112233 44556677					<input type="checkbox"/>
Under 17 Youth Boys	<a href="#">Youth Test (1146268)</a> ▶ Player / Registered / Youth	14/07/2010	Full	maxburton@rfu.co m 1212 1212122					<input type="checkbox"/>
Social	<a href="#">Bob Test (1237499)</a>	10/12/2010	Full	maxburton@rfu.co m 11223 344					<input checked="" type="checkbox"/>

Once the members have been selected to edit, scroll to the bottom of the page and select **Bulk Add/Edit**

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A page will load, displaying text fields, within the fields their personal and membership details will be populated. From here, it is possible to update/amend the members details.

### Bulk Add/Update

First Name	Last Name	Known As	DOB			Over 18	Number	Building	Address1
Robert	Test	Bob	3	1	1997	<input type="checkbox"/>	200		Whitton Road
Terence	Test	Terry	15	9	1972	<input type="checkbox"/>	200		Whitton Road

**Be aware, you will not be able to amend/update/change the name or date of birth for members with a CRB or registered players. These can only be amended by the RFU/Club Safeguarding officer and the Registrar respectively.**

Back

Add Blank Row

Save

Once you have amended all the required fields, you can select to either **Add Blank Row**, allowing you to add a new member or **Save** if you have finished inputting changes.

Back

Add Blank Row

Save

Once all the details have been amended, select **Save**.

Back

Add Blank Row

Save