


Updating Your Personal Information

TO REGISTER:


1. Log onto www.scouts.org.uk
2. On the right-hand-side of the screen, click on "**Register Now!**"
3. Complete the information requested you will need the following information to hand:
 - First name & last name (as it appears in the HQ Membership Database)
 - Date of Birth (dd/mm/yyyy)
 - Membership Number
 - Email Address
 - Username - choose a username that you will remember
 - Choose and confirm a password that you will remember.
4. Click on the "**Register**" button at the bottom of the screen. A confirmation of your username and password will be emailed to you.

If you have any problems registering, or the system doesn't recognise you, call the Information Centre on 0845 300 1818 - they will be able to find the information you need to enter.

TO LOG IN AND AMEND YOUR DETAILS:

1. Log onto www.scouts.org.uk
2. On the right-hand-side of the screen, enter the username and password and click on "**Log-in**"
3. From the 'Tools' menu (right-hand-side of the screen), click on " **My Details**"
4. A screen will drop-down, containing your contact details. Click the "**Edit**" button at the bottom of page and update any out-of-date or missing personal information.
5. Click on the "**Save**" button to save changes.

CHANGE YOUR MAGAZINE & SCOUTING PLUS PREFERENCES:

1. Log onto www.scouts.org.uk
2. On the right-hand-side of the screen, enter the username and password and click on "**Log-in**"
3. From the 'Tools' menu (right-hand-side of the screen), click on " **My Details**"
4. A screen will drop-down, containing your contact details. Click the "**Mailing**" tab at the top of the page- this will display your current mailing preferences.
5. Click on the "**Edit**" button and update the following:
 - Magazine Options (You can receive one section supplement and Network or Focus)
 - Receive ScoutingPlus - tick this box to receive a weekly round of the latest Scout News and details of new resources and consultations etc.
 - Optional Mail -
5. Click on the "**Save**" button to save changes.

If your appointment is recorded incorrectly in the directory, email directory@hemel-scouts.co.uk