

Reviewing and Updating Members Details – Procedure

Login to the Members area of the SVP Website at: <http://www.svp.org.uk> with your Member username and password. This takes you to the “Conference Bulletin Board” Homepage.

To review and update member details:

1. Down the left-hand side of the screen, click on the “Conference details” link. This displays your conference page, with a full list of your Members down the right-hand column of that page.
2. To review and amend a Members’ details, click on the “More” link to the right of their name.
Note: If a Member holds 2 Officer roles e.g. President and Treasurer they will only appear in this list once, however, on the actual SVP Membership Database they will be listed as both the President and Treasurer.

Adding missing data

3. Review all the Member Details fields and provide data for any incomplete data you know:
 - Contact Details: Please provide telephone, email & postal address.
 - Membership Start Date: Please enter this, if the exact date is not known please enter the best estimate.
 - Date of Birth: Please enter this where known.
 - Next of Kin: Name contact number and email. (optional)
 - Select ‘Save’ (at the bottom of the screen) to save the details.

WHAT YOU CAN’T CHANGE

There are some changes that you can’t make and you must inform National Office by completing the **‘Notification of Changes to Existing Member form’**, these include:

- When a Member leaves the Society for whatever reason*
- If a Member becomes a Conference Officer
- If a Member ceases to be a Conference Officer
- Temporarily put a Member on hold from receiving correspondence from us either by post or e-mail
- A Members status and type, i.e. ‘Status’ = Active, Former and ‘Type’ = Full, Auxiliary
- Safeguarding Training details
- DBS details**.

When a new Member starts a **‘Notification of New Member form’** must be completed.

The fore mentioned forms can be downloaded from the Members area of the SVP website under policies and procedures. Just type ‘notification’ in the search bar and click on the search icon. Details of where to send the forms can be found at the top of the form.

****If DBS details are missing or need updating you will need to send this information to the SVP Safeguarding Officer – Paul Czastka – paulc@svp.org.uk**

If a Member does not appear on your Member list – please complete a 'Notification of New Member Form' and e-mail it to Giuliaf@svp.org.uk as instructed on the form.