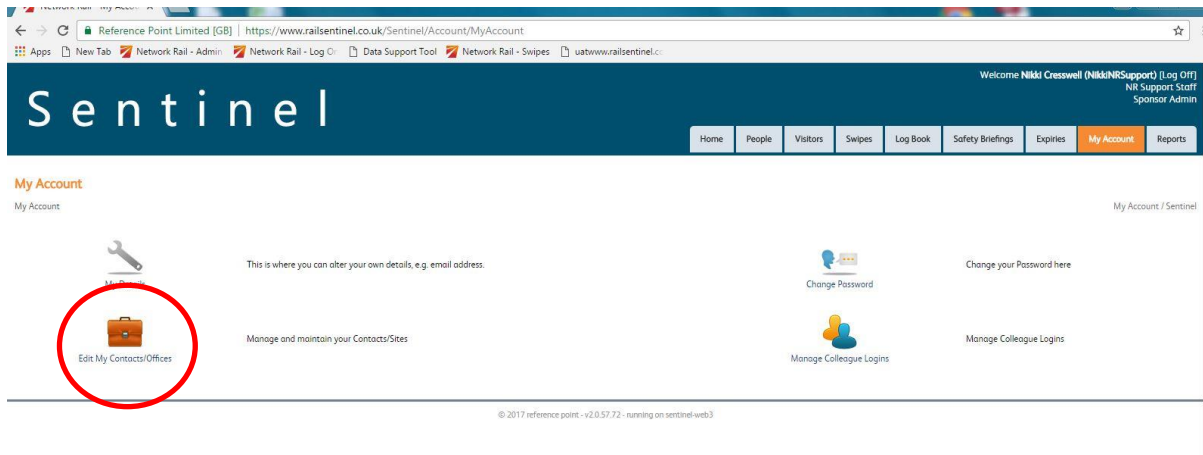
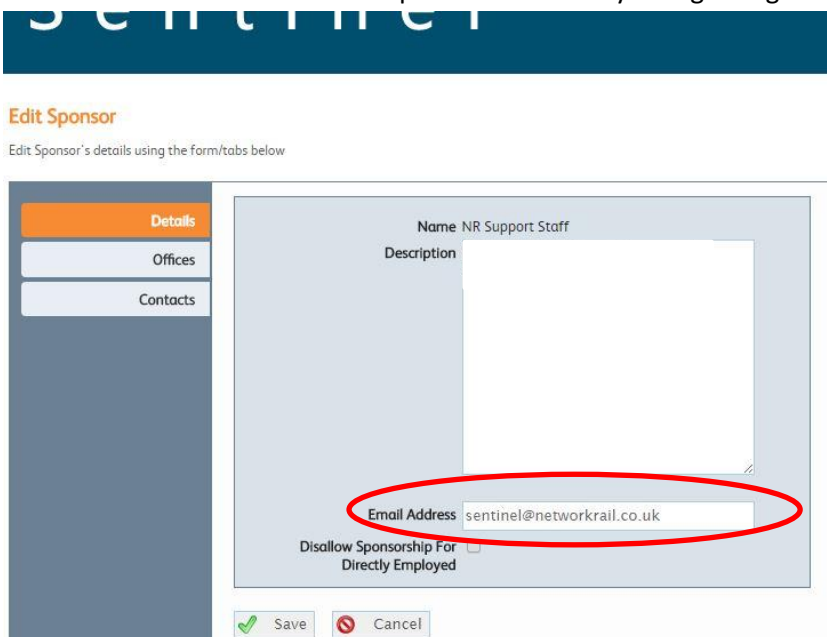


1. Choose the 'My Account' tab and click the Edit My Contacts/Offices icon



2. Under the 'Details' tab, check your organisations email address – this is the main email address we will use to send out updates or contact you regarding other Sentinel issues.



3. Use the 'Office' tab to include the details of the main office and also any local office addresses. Select add to include an additional address or click to highlight an existing office name and then click edit to amend the postal address for this location – this is the address that cards ordered against that office will be posted to so be sure to include a contact name / FAO details and make sure the address is correct.

Edit Sponsor

Edit Sponsor's details using the form/tabs below

The screenshot shows the 'Edit Sponsor' page with the 'Offices' tab selected in the sidebar. The main content area displays a table of office records. A red circle highlights the 'Offices' tab in the sidebar.

Name	Site Code	City	Is Billing Address	Date Created
Network Rail	54945	Milton Keynes	✓	17 December 2013
Nikki Cresswell	55430	Milton Keynes	✓	16 January 2015

Page 1 of 1 | Displaying 1 to 2 of 2 items

The screenshot shows the 'Edit Site' form with the 'Save' button highlighted. The form contains the following fields:

- Name: Network Rail
- Address Line 1: Sentinel
- Address Line 2: 1st Floor, Furzton
- Address Line 3: The Quadrant:MK
- Address Line 4: Elder Gate
- City: Milton Keynes
- Postcode: MK9 1EN
- Country: United Kingdom
- Phone: 07515 619908
- Fax: (empty)
- Site Code: 54945
- Is Billing Address:

Created On 17/12/2013 13:47:19 by RPL Admin
Last Modified On 26/05/2016 12:04:38 by Paul Brady

4. Finally, use the 'Contacts' tab to check, add or amend your office contact telephone number. Select add to include an additional office contact or click to highlight an existing office contact and then click edit to amend.

Edit Sponsor

Edit Sponsor's details using the form/tabs below

The screenshot shows the 'Edit Sponsor' interface. On the left, a sidebar contains three tabs: 'Details', 'Offices', and 'Contacts'. The 'Contacts' tab is highlighted with a red circle. The main area displays a table of contacts with columns for First Name, Surname, Phone, Is Primary Contact, and Is Active. Below the table is a pagination control showing 'Page 1 of 1' and 'Displaying 1 to 2 of 2 items'.

First Name	Surname	Phone	Is Primary Contact	Is Active
Paul	Brady		✓	✓
Nikki	Cresswell		✗	✓

This screenshot shows the 'Edit Sponsor' page with an 'Edit Contact' modal window open. The modal contains the following fields: Firstname (Nikki), Surname (Cresswell), Phone, and Mobile (07891012345). There are checkboxes for 'Is Primary Contact' (unchecked) and 'Is Active' (checked). A 'Save' button with a green checkmark icon is highlighted with a red circle. Below the modal, the creation and modification metadata is displayed: 'Created On 07/03/2016 12:54:45 by Paul Brady' and 'Last Modified On 07/03/2016 12:55:34 by Paul Brady'. In the background, the 'Contacts' tab in the sidebar and the 'Add', 'Edit', and 'Delete' buttons in the table header are also circled in red.