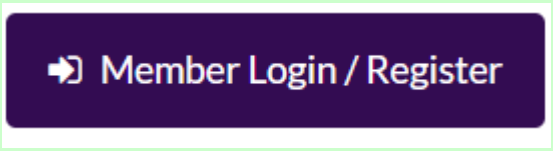
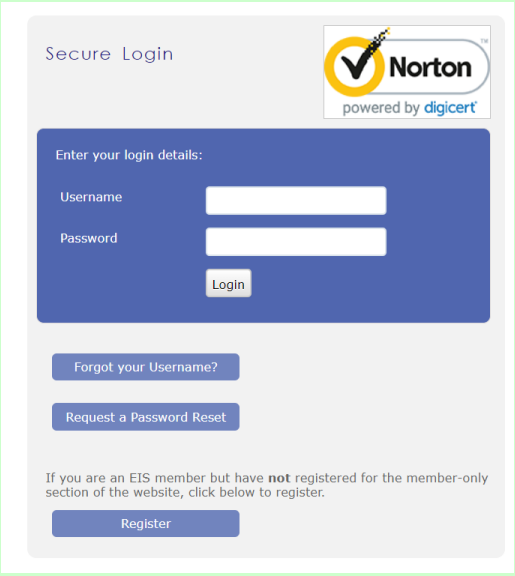
Updating School Membership Lists



At the top of the eis.org.uk homepage,

click Member Login/Register



If you know your username and password,

Login

If you've forgotten either,

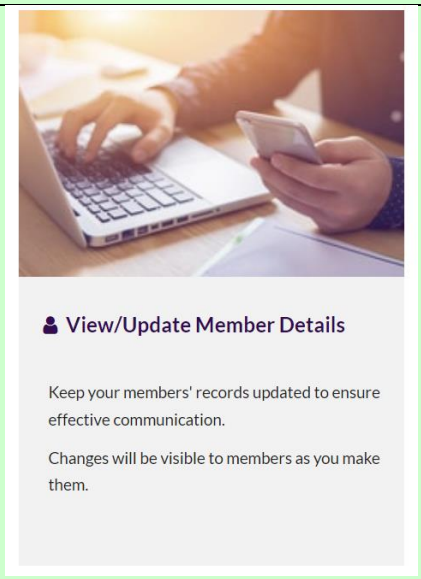
click **Forgot Your Username**

Or

Request a Password Reset

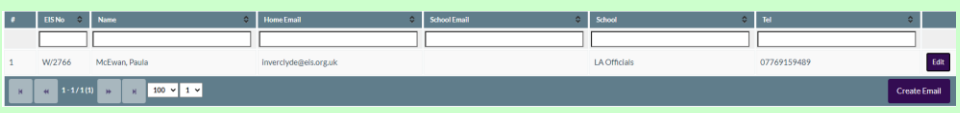
If you've never logged in,

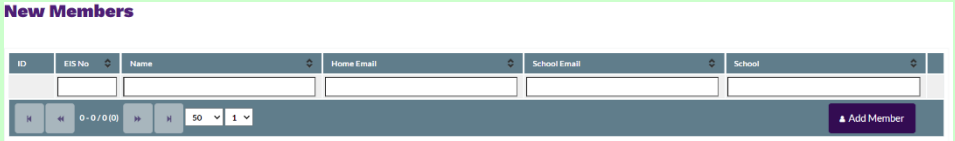
click **Register**



To obtain a list of your members,

Click **View/Update Member Details**

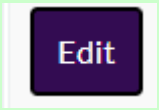




You will have a list of members – I've used my entry as an example

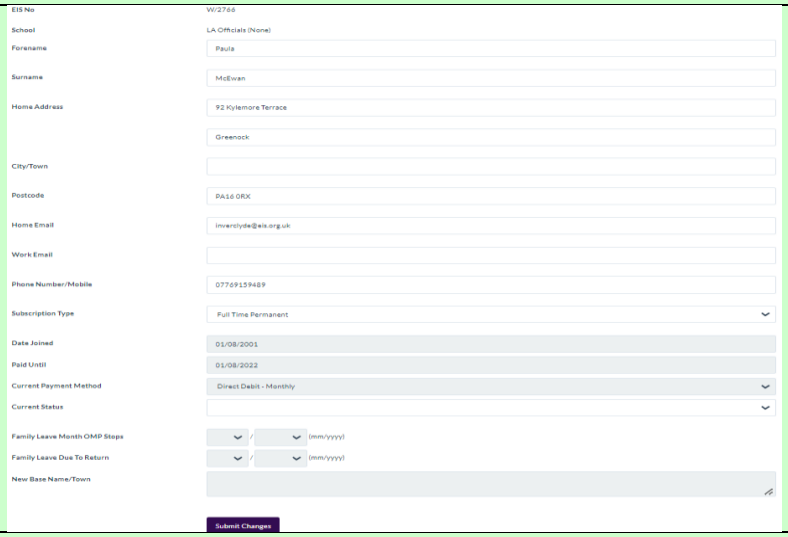
or

You can add New Members to your list

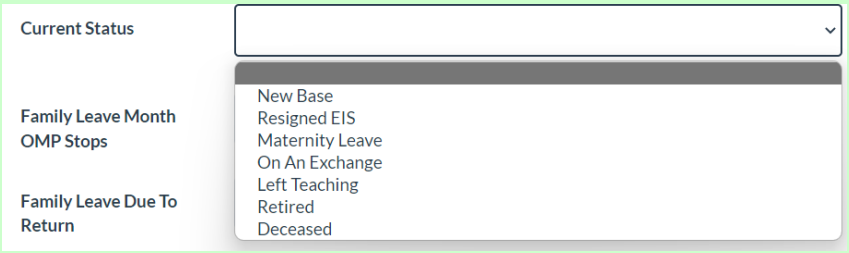


To update/remove a member's details,

Click **Edit**

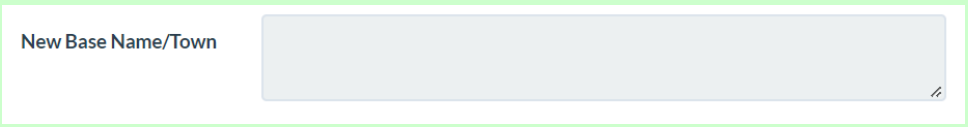


You will see the member's database information and can amend names and home addresses easily here



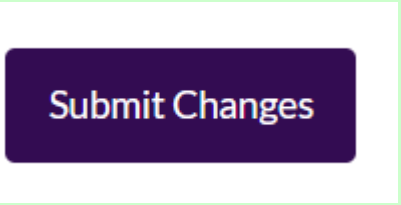
To amend a member's status, choose an option from the dropdown menu under **Current Status**

If a member has moved to another school or authority, choose **New Base**



If you know where the member has moved to, type the school or authority in the box beneath the menu

If you don't know where they have moved to,
type Unknown



Remember to save your changes