

# Updating Your Contact Profile on TidyHQ

**1**

Go to AusCycling **website** ([www.auscycling.org.au](http://www.auscycling.org.au))

**2**

Click on **“Member Login”** in top right hand corner, then click on **“Membership | Tidy HQ”**

**3**

You will then be taken to [www.auscycling.tidyhq.com](http://www.auscycling.tidyhq.com) where you need to hit **“Log In”** in the top right corner

**4**

In the pop up window, please enter the **email address** associated with your membership, then enter your **password** (if this is the first time accessing Tidy HQ, please request a reset password email and then follow the links in the email to be able to move onto the next step)

**5**

Then head to the top right corner where you will see your **name and initials**

**6**

Click on the initials and then click on **“Contact Profile”**

**7**

In “Contact Profile”, if you have multiple memberships connected to your email, you will see the primary account holder name first with a little arrow beside it, from there you can **toggle** between each family member

**8**

In “Contact Profile”, for each family member please ensure the following items are correct and edit/update them if not: **Name, Date of Birth, Gender, Transponder Details** (please ensure these are in the correct format: XX-12345)

**9**

Once details have been edited/updated please ensure you click **“Save and Update”** at the very bottom of the page

**10**

In “Contact Profile”, you can also check your **coach/officials accreditation** details and your AusCycling **member number**

**11**

To download your digital card (and any family members cards) please go to **“Memberships”** in the left hand side tab and hit **“Add to Apple Wallet”** or **“GPay Save to Phone”** - dependant on your smart phone type.

**Please note:**

No plastic cards will be produced.