



Oxford Diocesan Guild
of Church Bell Ringers

How to manage another member's information

A small number of members will not manage their own information in Membermojo. These are likely to be young ringers, managed by their parents, and old ringers managed by a friend.

Link their details with your account

There are two possible scenarios:

1. Where the other member is already in Membermojo (with a holding e-mail address). In this case, please ask the Guild Membership Secretary to link this member to your account. membership@odg.org.uk
2. Where the other member is a newly elected member. In this case, go into the **Your Membership** area and click on the **New Membership** button at the foot of the page. This takes you to a standard New Membership Application. Complete this as for any other new member.

Ongoing management

- Your name should appear in the top right-hand side of the page, with a black arrow next to it.
- If you click on this arrow, a box will appear that will confirm which record you are logged in as.
- Further down this box is the option to 'Switch User'.
- Click on the arrow next to the name displayed and you should have the option to toggle between all the members listed using this email address.
- Click on the name of the record you wish to access.
- At this point you can add or amend any details you wish to that record.

If you amend any details on the record, always ensure you click **Save** at the bottom of the page before logging out

If you have any queries, the Guild Membership Secretary should be able to help.
membership@odg.org.uk