



Updating Your Membership or Public Directory Details

Updating your ANCA membership details or public directory details (two different things) can be done via the ANCA website on the membership portal. We encourage members to do this themselves to make sure that information is kept as current and accurate as possible.

To access this, you will need to enter your **Username** and **Password** at the bottom of our website.

A screenshot of the ANCA website's login interface. The background is a dark purple color. On the left, the word 'Members' is written in a light purple font. To its right is a white input field labeled 'Username'. Next to it is another white input field containing several asterisks, representing a password. To the right of the password field is a purple button with a white right-pointing arrow and the word 'Login' in white. Below the login fields, there is a horizontal line of text: 'Links | Newsletter Subscription | Disclaimer | Privacy Policy | Sitemap'. At the bottom of the screenshot, the text '©2018 ANCA. Web Design by NBM.' is displayed.

Username: If you don't remember your Username, please contact the office.

Password: We don't have your password. If you don't know it, you can reset it by clicking on the "Login" button (without typing in the username or password), and then click on "Forgotten your password?".

Once logged in you will need to click on "Membership details".

To update your public profile information displayed when a member of the public searches for your choir. [Click here to view.](#)

Click on your choir's name under the purple "Choirs" heading

This will take you to the screen that shows the information seen by the public if they search for your choir. Changes can be made here, including image and sound bite uploads. Please ensure you click on the "Save" button to save your changes.

To update ANCA membership details such as postal address and contact numbers

Click on the contacts name under the purple "Contacts" heading. This will take you to the screen showing the details held by ANCA against your membership (note that this is only seen by ANCA and is private information, not for public view).

If you wish to add another contact to the record, simply click on the purple button "Add Contact".