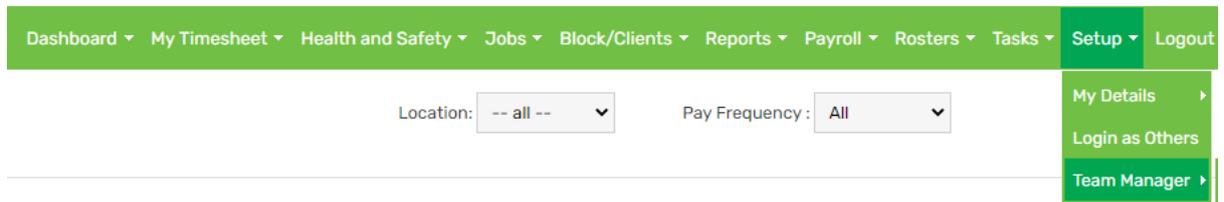


Add/edit team member personal details

1. Hover on **Setup > Team Manager**



2. Click on a team member > **Preferences**

3. Add/edit:

- Contact details
- Next of kin details
- Visa details
- Medical details (including COVID-19 Vaccine Pass expiry)
- Look, feel & security details

Note: The team member can also do this themselves