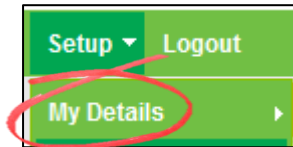
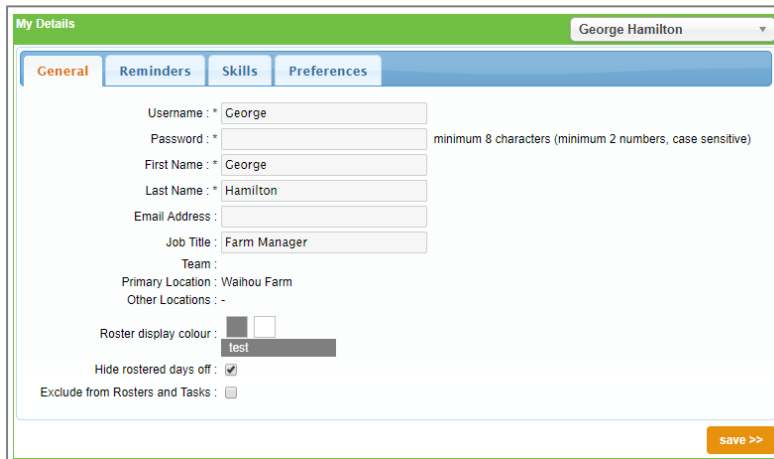


ENTERING IN YOUR EMAIL ADDRESS AS A TEAM MEMBER

Hover on **Setup** and click on **My Details**:

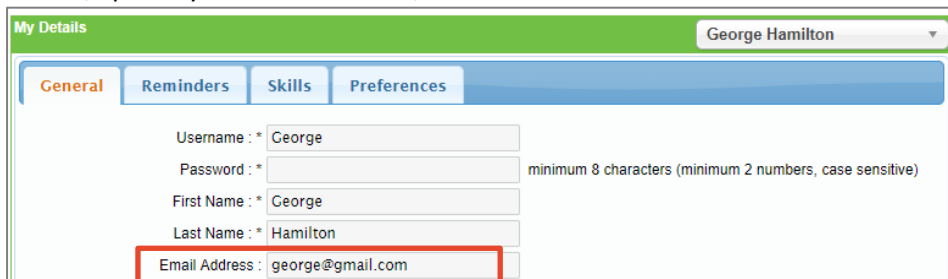


The following screen will subsequently appear:



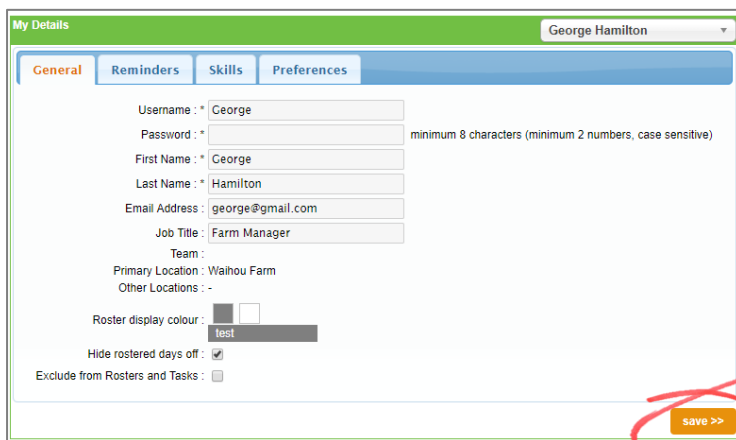
A screenshot of the 'My Details' form for George Hamilton. The form has tabs for 'General', 'Reminders', 'Skills', and 'Preferences'. The 'General' tab is active. Fields include: Username: George, Password: (with a note 'minimum 8 characters (minimum 2 numbers, case sensitive)'), First Name: George, Last Name: Hamilton, Email Address: (empty), Job Title: Farm Manager, Team: (empty), Primary Location: Waihou Farm, Other Locations: -, Roster display colour: (with a color picker and 'test' text), Hide rostered days off: (checked), and Exclude from Rosters and Tasks: (unchecked). A 'save >>' button is at the bottom right.

To add/update your email address, enter it in the **Email Address** field:



A screenshot of the 'My Details' form for George Hamilton, identical to the previous one. The 'Email Address' field, containing 'george@gmail.com', is highlighted with a red rectangle.

Click **Save** when you have added/updated your email address:



A screenshot of the 'My Details' form for George Hamilton, identical to the previous ones. The 'Email Address' field now contains 'george@gmail.com'. The 'save >>' button at the bottom right is circled in red.