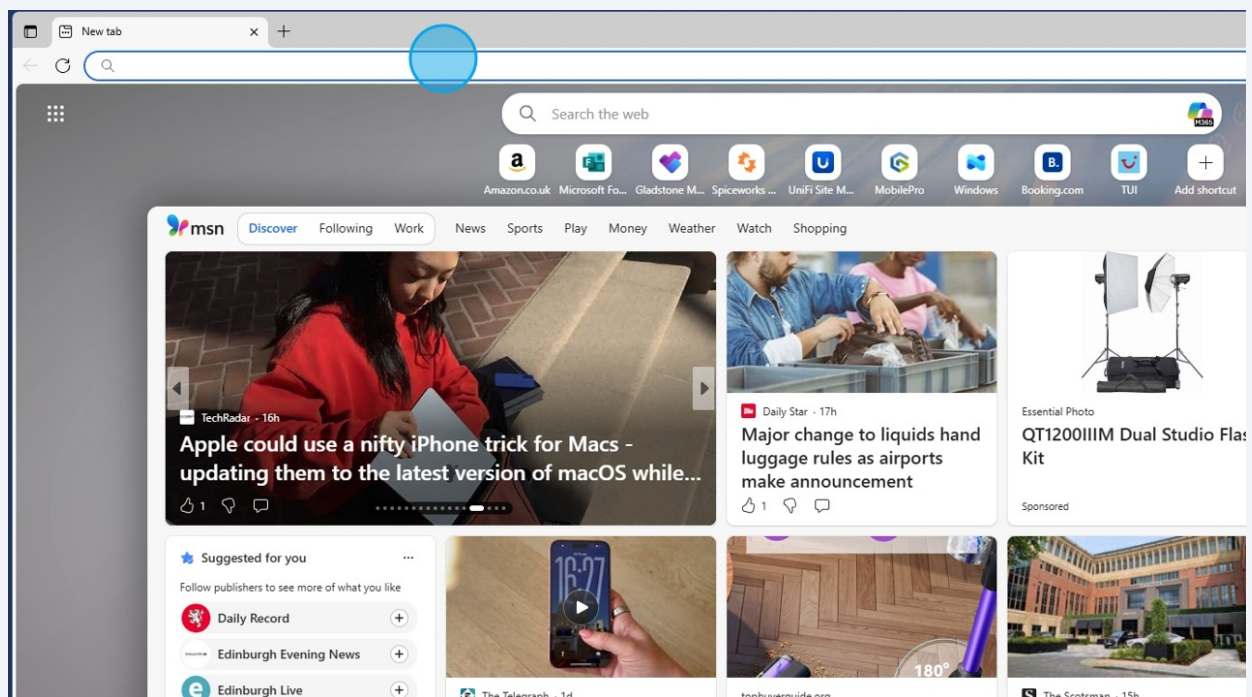


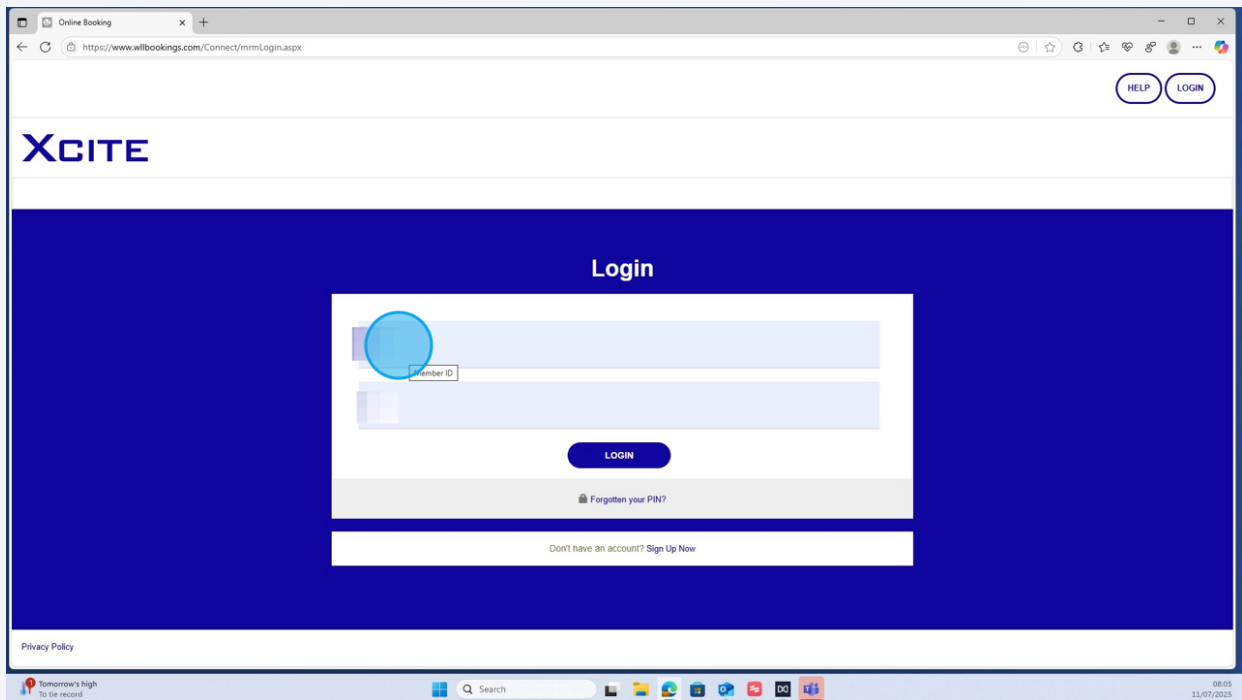
# How to update your membership contact details

This guide provides a straightforward method to update your membership contact details efficiently, ensuring your information remains current and accessible. By following the steps outlined, you can easily navigate the website and manage your account settings. It also offers assistance for retrieving your pin if forgotten, making the process hassle-free. Keeping your contact information updated is crucial for receiving important communications and maintaining your membership benefits.

- 1 Open your web browser and navigate to "https://www.wllbookings.com/connect"



## 2 Enter your login ID and pin.

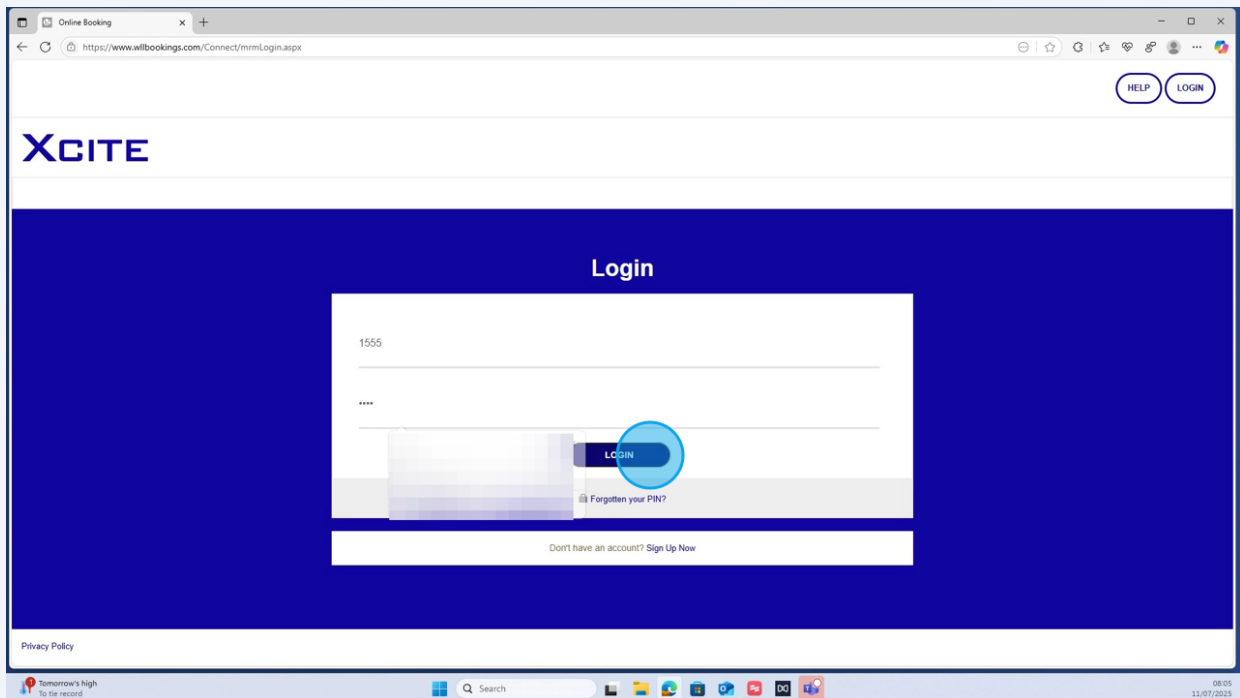


The screenshot shows a web browser window with the URL <https://www.xcitebookings.com/Connect/mmlLogin.aspx>. The page features the Xcite logo at the top left and 'HELP' and 'LOGIN' buttons at the top right. The main content area has a dark blue background with a white 'Login' form in the center. The form includes two input fields: the first is labeled 'Member ID' and has a blue circle highlighting its right side; the second is for the PIN. Below the fields is a blue 'LOGIN' button, followed by a link 'Forgotten your PIN?' and a link 'Don't have an account? Sign Up Now'. A 'Privacy Policy' link is at the bottom left of the page.

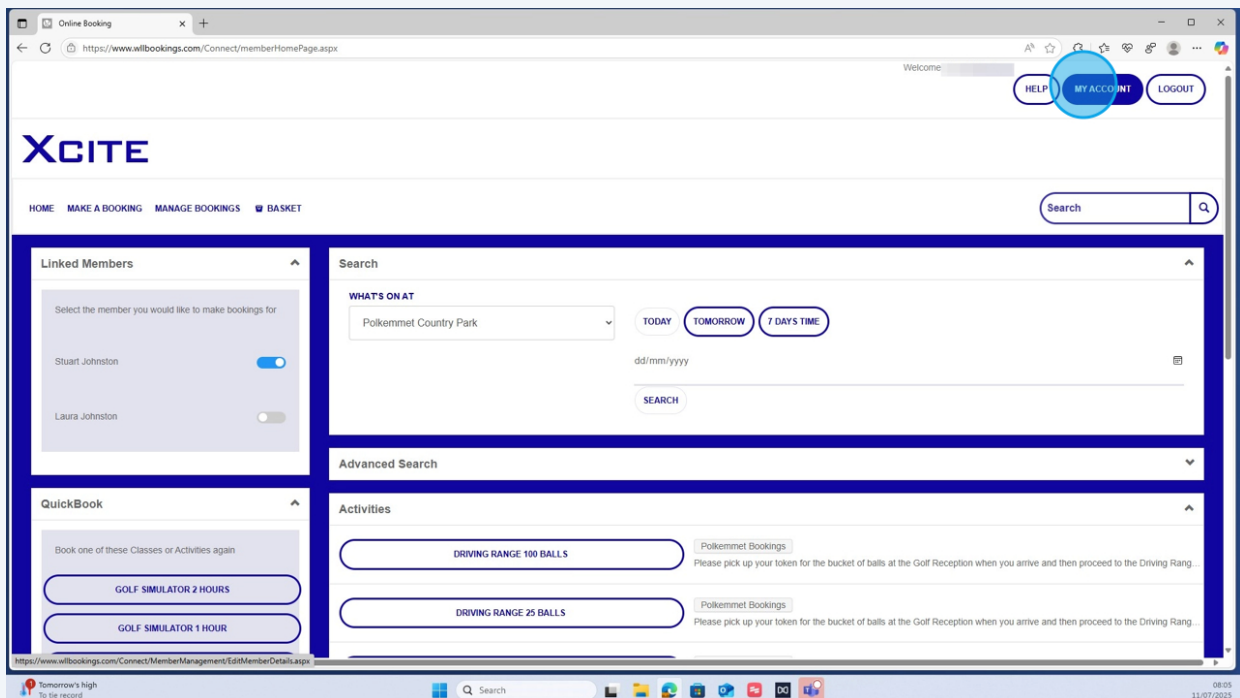


If you do not know your pin you can use the forgotten your pin link below the login button, this will generate an email to the registered address to allow you to reset this.

### 3 Click the login button



### 4 Once the page loads, click "My Account" in the top right



5 Click Address and check that the details are correct

The screenshot shows a web browser window with the URL <https://www.willbookings.com/Connect/MemberManagement/EditMemberDetails.aspx>. The page has a dark blue header with the text "My Account". On the left, there is a sidebar with several buttons: "GENERAL DETAILS", "CHANGE PIN", "LINKED MEMBERS", "ADDRESS" (highlighted with a blue circle), "CONTACT DETAILS", and "PREFERENCES". The main content area is titled "General Details" and contains the following information:

- TITLE/GENDER:** MR
- FIRST NAMES:** Stuart
- LAST NAME:** Johnston
- BIRTH DATE:** 17/02/1983
- PRICE LEVEL:**
- STEAM:**

6 Click contact details

The screenshot shows the same web browser window, but now the "CONTACT DETAILS" button in the sidebar is highlighted with a blue circle. The main content area is titled "Address" and contains the following information:

- HOME PROPERTY NAME:**

Below the main content area, there are two buttons: "SAVE" and "RESET".

## 7 Edit your mobile phone number if necessary

The screenshot shows a web browser window with the URL <https://www.allbookings.com/Connect/MemberManagement/EditMemberDetails.aspx>. The page has a dark blue header with navigation links: HOME, MAKE A BOOKING, MANAGE BOOKINGS, and BASKET. A search bar is located in the top right corner. The main content area is titled 'My Account' and features a sidebar with buttons for GENERAL DETAILS, CHANGE PIN, LINKED MEMBERS, ADDRESS, CONTACT DETAILS, and PREFERENCES. The 'CONTACT DETAILS' section is active, showing fields for HOME TELEPHONE, MOBILE PHONE, and HOME EMAIL. The 'MOBILE PHONE' field is highlighted with a blue circle. Below the fields are 'SAVE' and 'RESET' buttons. At the bottom, there is a 'Preferred Booking Site: Polkemmet Country Park' with a 'CHANGE' button and a 'Privacy Policy' link. The browser's taskbar at the bottom shows various application icons and the system clock indicating 08:06 on 11/07/2023.

## 8 Edit your email address if necessary

This screenshot is identical to the one above, showing the 'My Account' page with the 'CONTACT DETAILS' section active. In this instance, the 'HOME EMAIL' field is highlighted with a blue circle, indicating the step to edit the email address. All other elements, including the sidebar, navigation links, and browser interface, remain the same.

## 9 Click save to store the details

**GENERAL DETAILS**

**CHANGE PIN**

**LINKED MEMBERS**

**ADDRESS**

**CONTACT DETAILS**

**PREFERENCES**

**Contact Details**

HOME TELEPHONE

MOBILE PHONE

HOME EMAIL

sjohnston@westlothianleisure.com

**SAVE** **RESET**

Preferred Booking Site: Polkemmet Country Park **CHANGE**

[Privacy Policy](#)

**i** You have now updated your contact details!