

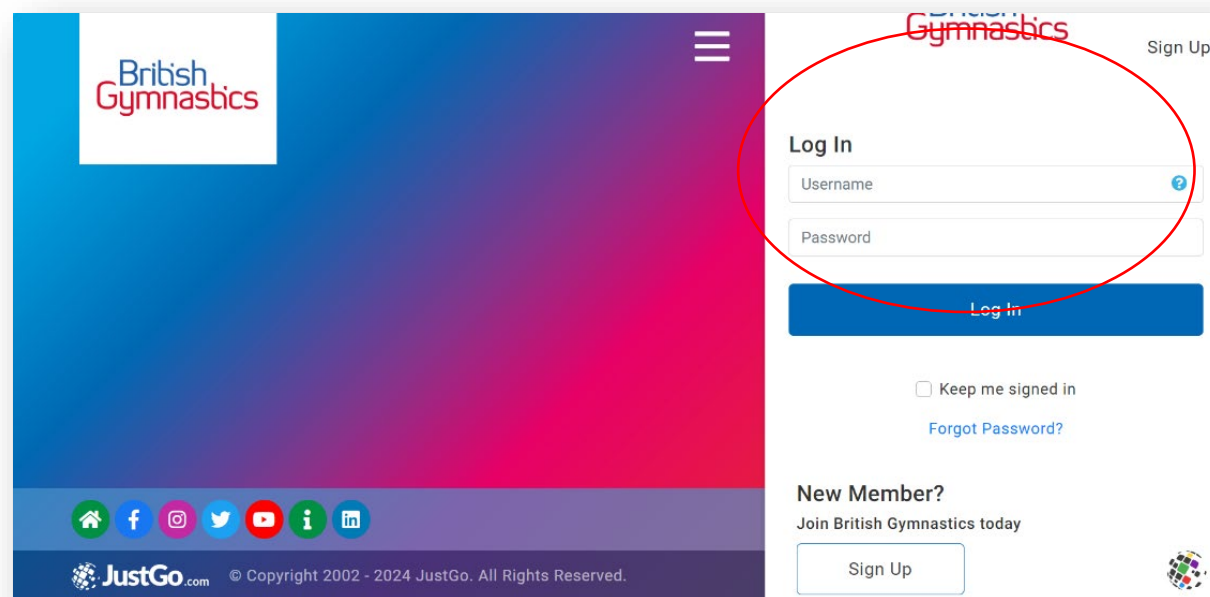
## How do I amend my details on the My BG membership system?

This shows you how to update your details with Scottish Gymnastics and when you need to contact us

### This guide covers:

- how to log in
- how to save your details
- updating your username
- opt-Ins
- adding credentials
- when you will need to contact us

Log into your My BG  
**account** using your email  
address/username and  
password

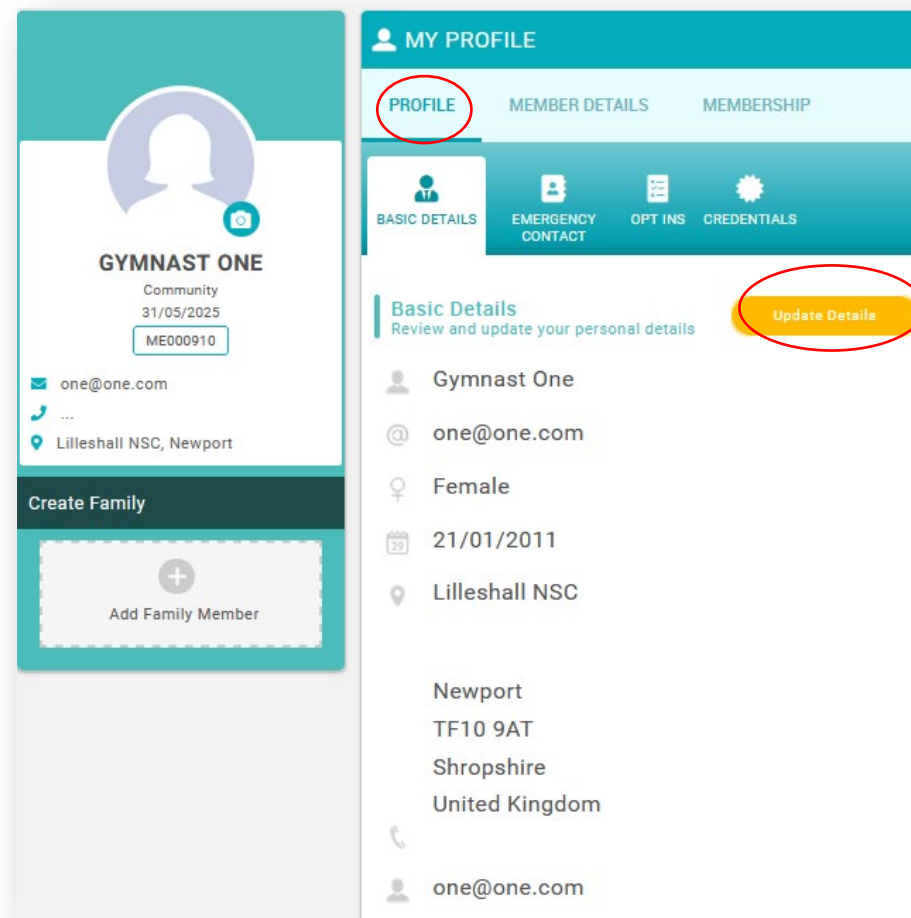


The screenshot shows the login page for British Gymnastics. The page features a blue and purple gradient background. In the top left corner, the 'British Gymnastics' logo is displayed. A red circle highlights the login form, which includes a 'Log In' heading, a 'Username' input field with a blue eye icon, a 'Password' input field, and a blue 'Log In' button. Below the button, there is a checkbox for 'Keep me signed in' and a link for 'Forgot Password?'. At the bottom of the page, there is a 'New Member?' section with the text 'Join British Gymnastics today' and a 'Sign Up' button. The footer contains the 'JustGo.com' logo and copyright information: '© Copyright 2002 - 2024 JustGo. All Rights Reserved.'.

Once you've logged in, click the **'Profile'** tab

You will then see a yellow **'Update Details'** button at the top right of your profile page

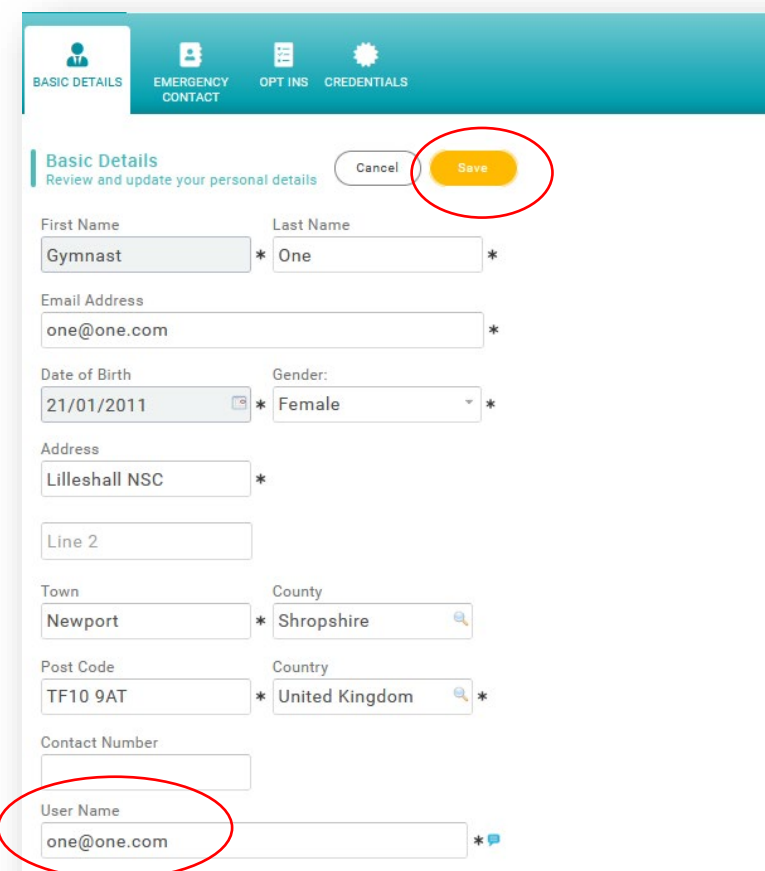
Click this button to start your updates



If you change your email address, it's a good idea to change your username too. Remember, this is the username you will use to log in

Amend the details you wish to change and click 'save'

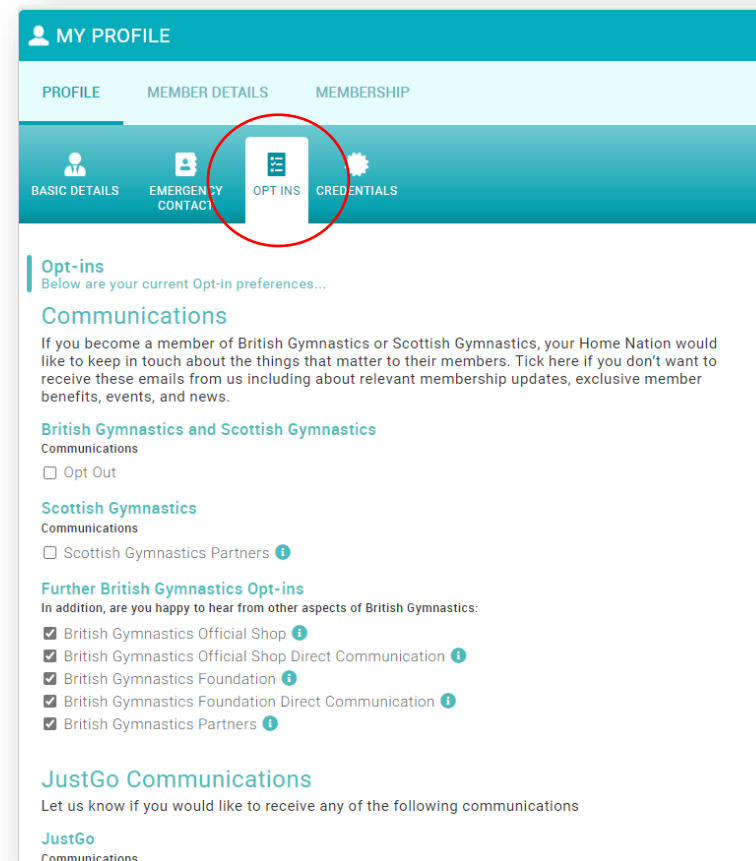
You will need to contact Scottish Gymnastics or your club if you forget your username



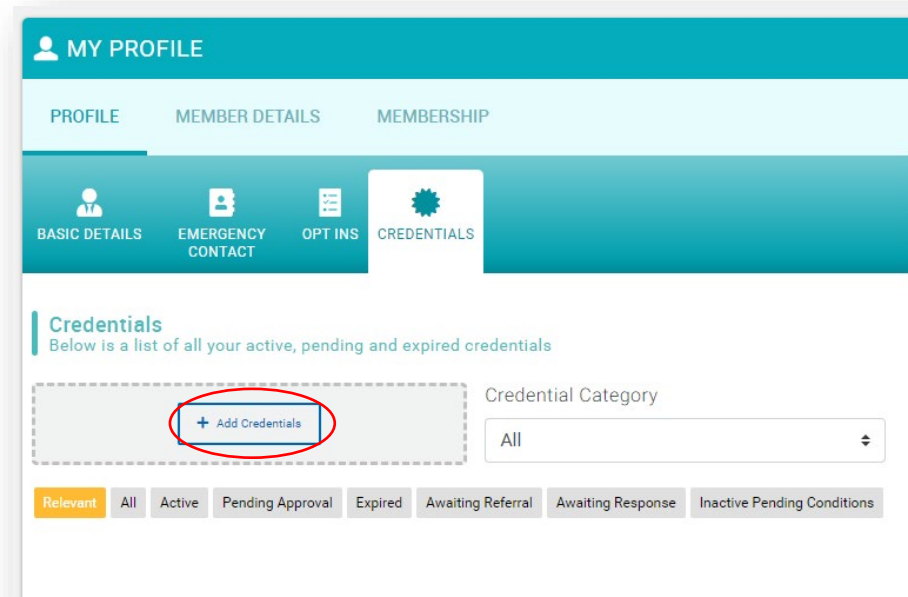
The screenshot shows a user profile form titled 'Basic Details' with the subtitle 'Review and update your personal details'. The form includes several fields: First Name (Gymnast), Last Name (One), Email Address (one@one.com), Date of Birth (21/01/2011), Gender (Female), Address (Lilleshall NSC), Line 2, Town (Newport), County (Shropshire), Post Code (TF10 9AT), Country (United Kingdom), Contact Number, and User Name (one@one.com). The 'Save' button is highlighted with a red circle, and the 'User Name' field is also circled in red.

Click the 'Opt ins' tab to change your communication and marketing references

Please note, the preferences you see may differ from the example shown



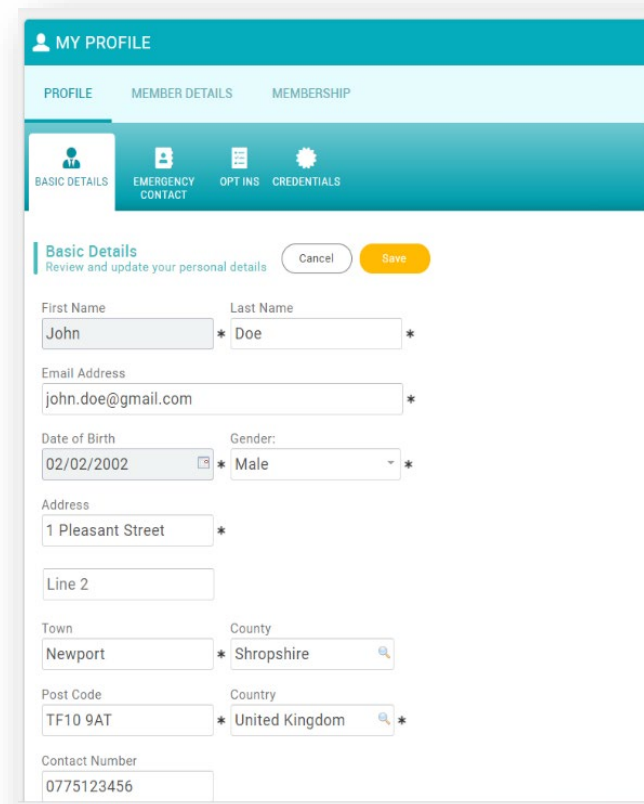
Click on the 'Credentials' tab to add any credentials you may have, such as a safeguarding certificate or your music for a competition



You are unable to change the boxes filled in with grey, which are the first name and date of birth fields

This is because our memberships are not transferable, but we understand it is easy to make mistakes. If you have entered the wrong date of birth or misspelt the first name, call us and we can update it for you

You will need to contact us or your club if you have forgotten your username to log in



MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

**Basic Details**  
Review and update your personal details Cancel Save

First Name  \* Last Name  \*

Email Address  \*

Date of Birth  \* Gender:  \*

Address  \*

Line 2

Town  \* County  \*

Post Code  \* Country  \*

Contact Number