



# How do I view and update my personal details?

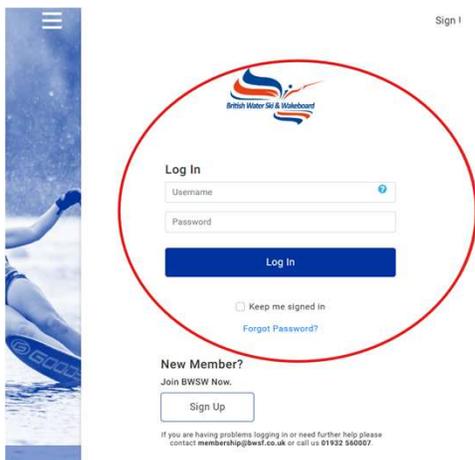
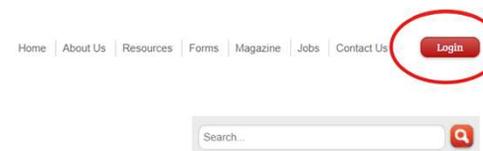


This guide will show you how to view and update your personal details



# View and update personal details

You will firstly need to sign in to your membership profile. From the BWSW website, click on the 'login' button

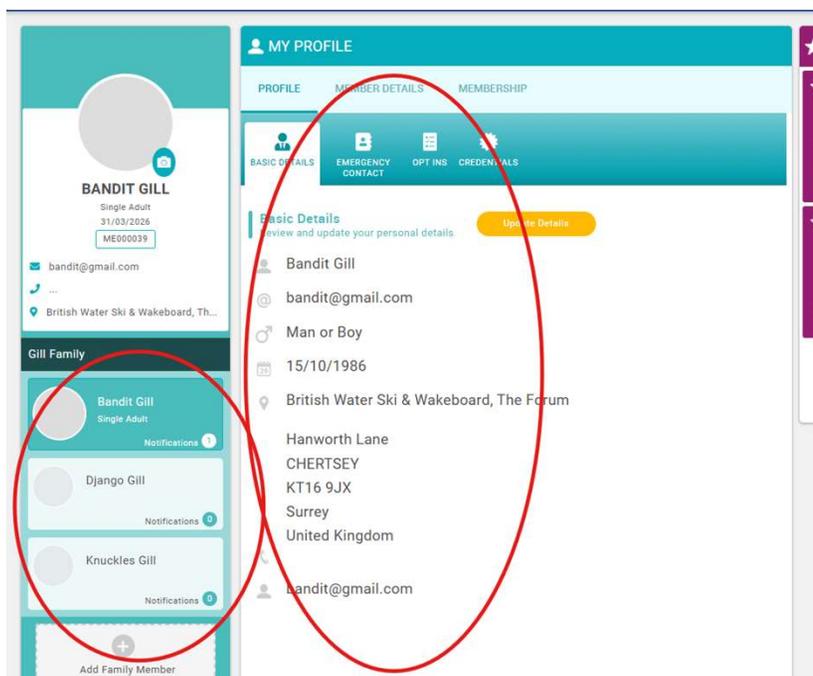


You will then be taken to the membership platform login page. Log in to view your membership profile





# View and update personal details



Once logged in, you will land on your profile page which will display your personal, basic details as shown. You can also see any family members linked to your account here. If you wish to view or amend their details, simply click on their name. You can switch back to your account at any point





## View and update personal details

You can choose to upload a photo to your profile if you wish. Please ensure that the photo is appropriate. Typically, this will not be a public image shown anywhere. We do have a 'Coach Finder' which will allow individuals to search and find an active BWSW coach however, the photo is only public if those who wish for their details to be shown, have selected for their picture to be included. If you are uploading a photo, click on the camera icon and locate the photo from your device and save. Your photo will then show in the current grey circle

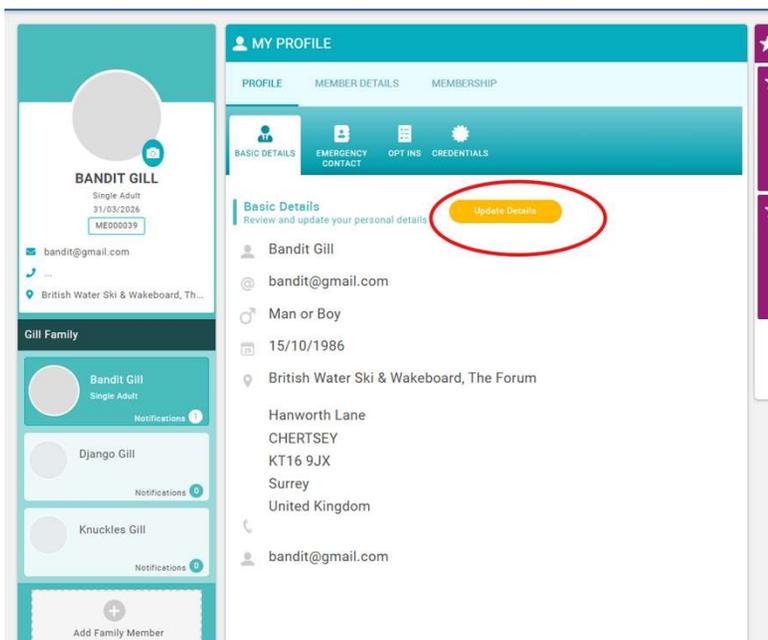
A screenshot of a user profile page. At the top is a teal header. Below it is a large grey circle representing a profile picture, with a smaller teal circle containing a white camera icon overlaid on it. The camera icon is circled in red. Below the profile picture, the name 'BANDIT BILL' is displayed in bold. Underneath the name, the text 'Single Adult' and '31/03/2026' is shown. A white box with a teal border contains the ID 'ME000039'. At the bottom, there are three items: an email icon followed by 'bandit@gmail.com', a phone icon followed by '...', and a location pin icon followed by 'British Water Ski & Wakeboard, Th...'.

**BANDIT BILL**  
Single Adult  
31/03/2026  
ME000039  
bandit@gmail.com  
...  
British Water Ski & Wakeboard, Th...





# View and update personal details



If you need to update your personal information, click on the 'Update Details' button





# View and update personal details

**BASIC DETAILS** EMERGENCY CONTACT OPT INS CREDENTIALS

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

Cancel **Save**

First Name: Bandit \* Last Name: Gill \*

Email Address: bandit@gmail.com \*

Date of Birth: 15/10/1986 \* Gender: Man or Boy \*

Address: British Water Ski & Wak \*  
Hanworth Lane

Town: CHERTSEY \* County: Surrey \*

Post Code: KT16 9JX \* Country: United Kingdom \*

Contact Number:

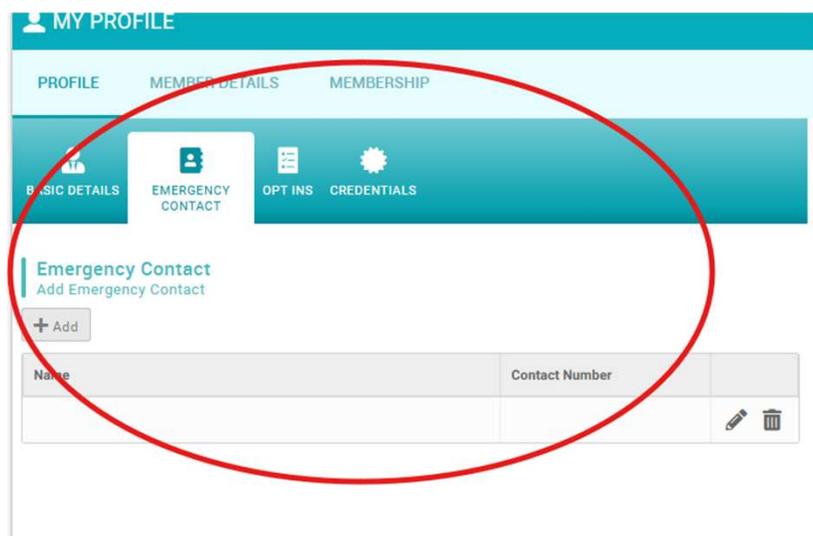
User Name: bandit@gmail.com \*

You will then be able to amend those details. Ensure you click on 'save' once you have completed making any changes. Your username is defaulted by the email address entered





## View and update personal details

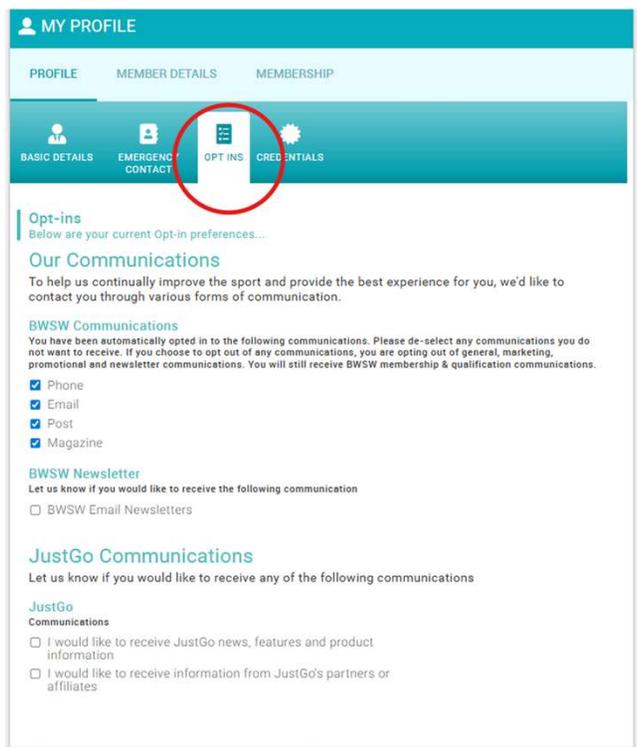


The 'Emergency Contact' button allows you to view and add an emergency contact and their details to your account. This is particularly helpful for club/centre members as your club/centre will be able to see this information should it ever be required





# View and update personal details



Upon first registering on the new platform, you would have been asked to confirm your communication preferences. The 'Opt Ins' button allows you to view and update those communication settings at any point. Upon making any changes, this will automatically save





# View and update personal details

The 'Credentials' button will display any credentials/attributes/qualifications we hold for you. If you hold a lot of credentials, you can filter by category (all categories are shown regardless as to whether they are relevant to you). There are certain credentials that can be added by yourself, and some that only BWSW staff can add to your account. You will see that each credential will show a status

The screenshot displays the user profile for Bandit Gill, a single adult. The 'Credentials' section is active, showing a list of credentials with their categories and statuses. The user can filter credentials by category and status.

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response
Inactive Pending Conditions						
First Aid First Aid Safeguarding PENDING APPROVAL Starts 14/01/2029 Ends 14/01/2029	CR017015	DBS Disclosure Barring Service Check (DBS) Safeguarding ACTIVE Starts 25/01/2026 Ends 25/01/2029	CR000038			
WSWBL2 BWSW L2 WS/WB Coach Coaching (Instructing) ACTIVE Starts 05/04/2026 Ends 31/12/2199	CR000028	UKCCL1 BWSW L1 WS/WB Coach Coaching (Instructing) ACTIVE Starts 05/04/2026 Ends 31/12/2199	CR000027			
Qualification Payment Coach Licence Fee Coaching (Instructing) ACTIVE Starts 05/04/2026 Ends 31/03/2030	CR000026	SPC Safeguarding & Protecting Children Safeguarding CANCELLED Starts 05/04/2022 Ends 05/04/2025	CR000025			
UKCCL1 BWSW L1 WS/WB Coach Coaching (Instructing)	CR000022	SBDA Ski Boat Driver 2 Boat Driving	CR000021			





# View and update personal details

The screenshot shows the 'CREDENTIALS' section of the membership platform. On the left, a grid of credential cards is displayed. The card for 'BWSW L2 WS/WB Coach Coaching (Instructing)' is circled in red. On the right, a detailed view of this credential is shown, with the title 'BWSW L2 WS/WB Coach' also circled in red. The detailed view includes the credential ID 'CR000028', the start date '06/04/2026', and a status of 'Active'.

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response
<b>First Aid</b> First Aid Safeguarding PENDING APPROVAL Starts 14/01/2026 Ends 14/01/2026	CR017015	<b>DBS</b> Disclosure Barring Service Check Safeguarding ACTIVE Starts 26/01/2025 Ends 25/01/2029	<b>BWSW L2 WS/WB Coach</b> Coaching (Instructing) ACTIVE Starts 06/04/2026 Ends 31/12/2199	<b>UKCCL1</b> BWSW L1 WS/WB Coach Coaching (Instructing) ACTIVE Starts 06/04/2026 Ends 31/12/2199	<b>Qualification Payment</b> Coach Licence Fee Coaching (Instructing) ACTIVE Starts 06/04/2026 Ends 31/03/2030	<b>SPC</b> Safeguarding & Protecting Children Safeguarding CANCELLED Starts 06/04/2022 Ends 05/04/2025
<b>UKCCL1</b> BWSW L1 WS/WB Coach Coaching (Instructing)	CR000022	<b>SBDA</b> Ski Boat Driver 2 Boat Driving				

You can see more information regarding each credential by selecting the credential you wish to view. This will open a panel on the right-hand side



# View and update personal details

Setup credential

BWSW L2 WS/WB Coach Active

OVERVIEW REQUIREMENTS

CR000028

Start date  
06/04/2026

Setup credential

BWSW L2 WS/WB Coach Active

OVERVIEW REQUIREMENTS

The current status is **Active**. This is because of the following requirements:

- Credentialed Has Active First Aid ✓
- AND
- Credentialed Has Active Coach Licence Fee ✓
- AND
- Credentialed Has Active Disclosure Barring Service Check (DBS) ✓
- AND
- Credentialed Has Active Safeguarding & Protecting Children ✓

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- Membership Has Active Club Junior —
- OR
- Membership Has Active Club Single Adult —
- OR
- Membership Has Active Club Student —
- OR
- Membership Has Active Honorary —
- OR
- Membership Has Active Junior —

The 'overview' will give some basic information and highlight the status. The 'requirements' button will show any outstanding pre-requisites if the status of the credential is 'pending' or 'inactive'. Close this side panel at any point by clicking on the 'x'. More information on adding/viewing certain credentials can be found in additional guides





# View and update personal details

**MY PROFILE**

PROFILE **MEMBER DETAILS** MEMBERSHIP

British Water Ski & Wakeboard

**British Water Ski & Wakeboard Profile**

ABOUT YOU ADDITIONAL CONTACT DETAILS

Title \*  
Mr

Discipline

- Adaptive Cable Wakeboard
- Adaptive Water Ski
- Adaptive Wakeboard
- Barefoot
- Boat Wakeboard
- Cable Wakeboard
- Jump
- Kneeboard
- Racing
- Slalom
- Trick
- Wakeskate
- Wakeurf

Employment Status \*

- Full time employment
- Part time employment
- Retired
- Seeking work
- Self employed
- Student
- Unable to work
- Prefer not to say

Save

If you click on 'Member Details', you will be able to view and edit profile and EDI data about you. Once you have reviewed and completed all questions, the 'save' button can be found at the bottom of the page





# View and update personal details

The screenshot shows the 'Member Details' section of the BWSW JustGo Membership Platform. The navigation tabs at the top are 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP', with 'MEMBER DETAILS' being the active tab. Below the navigation, there is a header for 'British Water Ski & Wakeboard Profile'. Underneath, there are two sub-sections: 'ABOUT YOU' and 'ADDITIONAL CONTACT DETAILS'. The 'ADDITIONAL CONTACT DETAILS' section is circled in red. Below this, there are two tables: 'Phone' and 'Emails'. Both tables have columns for 'Type', 'Number' (or 'Email Address'), and 'Actions'. The 'Phone' table has a '+' button to add new entries. The 'Emails' table also has a '+' button. At the bottom of the form, there is a yellow 'Save' button.

Type	Number	Actions
Table doesn't have any entry.		

Type	Email Address	Actions
Table doesn't have any entry.		

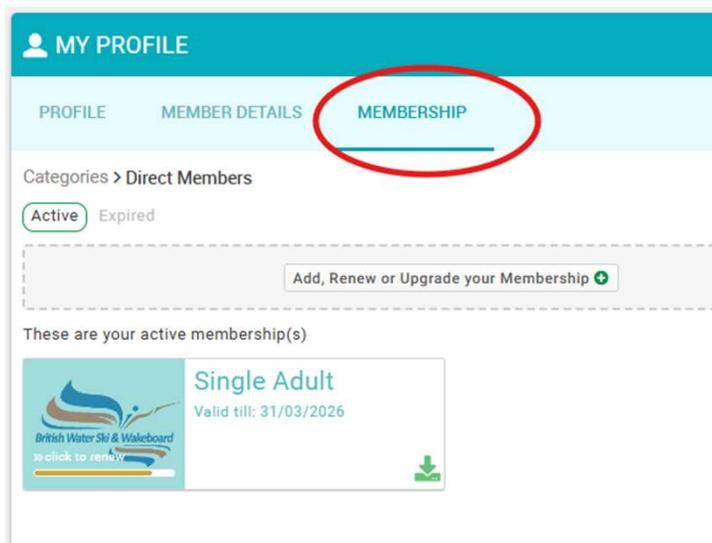
Save

Within the 'Member Details' section, you will also be able to view 'Additional Contact Details'. Any additional phone numbers and email addresses that you hold can be stored here. Once again, if you have made any changes, please ensure you click 'save' once complete





# View and update personal details



The 'Membership' button will allow you to view your current membership and renew if required. Renewing/purchasing membership instructions can be found in a separate guide

