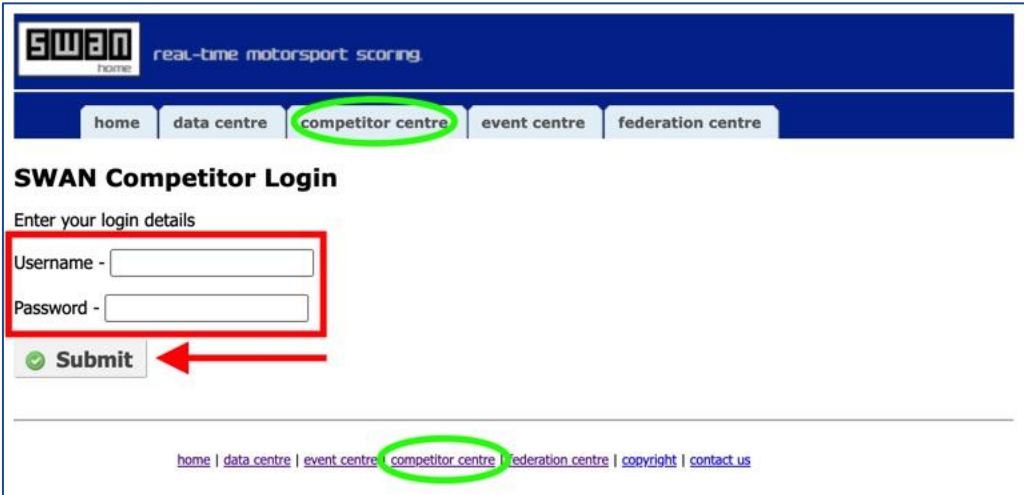
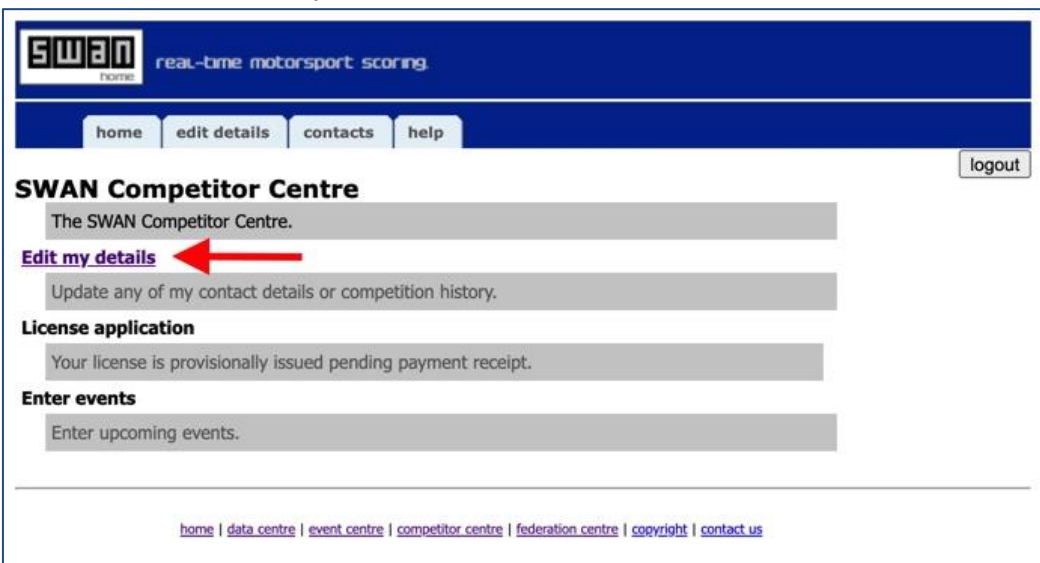


## How to update your details in SWAN

This process is to keep your personal information up to date. This allows us to get in contact with you quick and easily or if any correspondence needs to be sent.

#	Action	Detail
1	Open SWAN	<ul style="list-style-type: none"><li>- Open preferred Internet Browser</li><li>- Go to <a href="http://www.trialscores.com/p_competitor_4wd/login.php">http://www.trialscores.com/p_competitor_4wd/login.php</a></li><li>- Enter your login details provided</li><li>- Click submit</li></ul>  <ul style="list-style-type: none"><li>• <b>Make sure you are in the "competitor centre" section of SWAN</b></li></ul>
2	Editing your details	<ul style="list-style-type: none"><li>- Click on "Edit my details"</li></ul>  <p>This will then take you to the "SWAN Competitor Edit" page</p> <p>From here you can edit your personal details. The highlighted areas in red are required to be filled in:</p> <ul style="list-style-type: none"><li>- First/Last Name</li><li>- Date of Birth</li><li>- Address</li><li>- City</li><li>- Postcode</li><li>- Region</li><li>- Phone Number</li><li>- Email</li><li>- Emergency Contact Name/Number</li></ul> <p>(see highlighted areas on next page for example)</p>

home edit details contacts help logout

### SWAN Competitor Edit

**personal information**

username: buckthought

first names: Rachel

last name: BUCKTHOUGHT

date of birth dd-mm-yyyy: [redacted]

gender: male  female

telephone: [redacted]

fax: [redacted]

email: [redacted]

Choose image 1 to send (portrait):  No file chosen  
- ET562\_IMG1.jpeg

Choose image 2 to send (action):  No file chosen  
- ET562\_IMG2.JPG

are you first aid qualified?

do you have a medical issue?

medical information: [redacted]

emergency name: [redacted] emergency phone: [redacted]

share contact data:

**competitor information**

vehicle: Hell Boy club name: Mt Egmont 4WD

capacity: [redacted]

web site: https://www.facebook.com/buckthought

sponsors: Buckthought Engineer

competitor history/overview: [redacted]

**change password**

password: [redacted] reenter password: [redacted]

Combined image size must be less than 150KB in JPG, GIF or PNG.  
Recommended portrait resolution of 120x160. Recommended action image resolution of 320x240.

Choose a password longer than six characters with mixed case and numbers to improve security. If you leave the password fields blank, it will not be changed.

- This is where you can also add any information about yourself as a competitor and your competition vehicle

### IF YOU HAVE FORGOTTEN YOUR PASSWORD...

- Email [treasurer@nz4x4trials.co.nz](mailto:treasurer@nz4x4trials.co.nz) and ask for your password to be reset
- You will be issued a temporary password
- Login via the competitor centre in SWAN and update your password to something you will remember in the "change password" box above

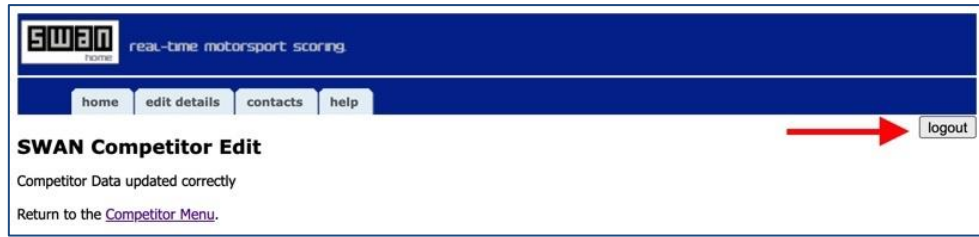
3 Save and you're done!

- Once all of your details are updated, click submit

Combined image size must be less than 150KB in JPG, GIF or PNG.  
Recommended portrait resolution of 120x160. Recommended action image resolution of 320x240.

Choose a password longer than six characters with mixed case and numbers to improve security. If you leave the password fields blank, it will not be changed.

- The below message will display if all fields are completed



- Click logout and you're all done!