



How to change display name (eg if the clerk changes)

Usually when you log into the admin area, it will say “Hello Jake” (or whatever your name is!). You can change this if the clerk changes or someone else takes on the management.

1. Navigate to the *Profile* tab.
2. Type in your new name on the right hand box.
3. Click save! (You should see the name update at the top of the page)

Documents

Dashboard

Profile

Meetings

Announcements

Happenings

Hillesley and Tresham Parish Council (htpc.org.uk) Jake

Not Jake? [Log Out](#)

Edit Profile: Jake

Change Your Password

Current Password

New Password

Retype New Password

[Change Password](#)

Change Your Display Name

Change the name of this account if the clerk changes!

Display Name

[Save](#)

[↑](#)

Profile Tab

This is the current name on the account

Type your new name here

Remember to save by clicking this button when you're done!

Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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