

UPDATING YOUR CONTACT PROFILE ON TIDY HQ



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Go to AusCycling **website** (www.auscycling.org.au)



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In "Contact Profile", if you have multiple memberships connected to your email, you will see the primary account holder name first with a little arrow beside it, from there you can **toggle** between each family member



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Click on "**Member Login**" in top right hand corner, then click on "**Membership | Tidy HQ**"



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In "Contact Profile", for each family member please ensure the following items are correct and edit/update them if not: **Name, Date of Birth, Gender, Transponder Details** (please ensure these are in the correct format: XX-12345)



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You will then be taken to www.auscycling.tidyhq.com where you need to hit "**Log In**" in the top right corner



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Once details have been edited/updated please ensure you click "**Save and Update**" at the very bottom of the page



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In the pop up window, please enter the **email address** associated with your membership, then enter your **password** (if this is the first time accessing Tidy HQ, please request a reset password email and then follow the links in the email to be able to move onto the next step)



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In "Contact Profile", you can also check your **coach/officials accreditation details** and your AusCycling **member number**



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Then head to the top right corner where you will see your **name and initials**



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To download your digital card (and any family members cards) please go to "**Memberships**" in the left hand side tab and hit "**Add to Apple Wallet**" or "**GPay Save to Phone**" - dependant on your smart phone type.



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Click on the initials and then click on "**Contact Profile**"



Please note: No plastic cards will be produced.