

Updating/Editing your Teams of Our Lady Contact Information

Please Note. When the rosters were imported into this new system separate records were created for each spouse. The email on record in the original Teams database was auto assigned to one of the spouses. If the other spouse has an email, and would like to login, please contact the Secretariat at secretariat@teamsfourlady.org. Having the ability to login individually gives each spouse the freedom to receive different newsletters, signup for events, make donations, etc.

Logging into the Online System

- Go to the teamsfourlady.org website
- Select Member Login at the top of the page

If you know your email address & password

- Enter your email & Password
- Click Submit button

If you do not know your password

- Select the link to reset your password
- Follow the instructions to reset password

Then

- Enter your email & Temporary Password
- Click Submit button
- Enter a new password and security question
- Click Submit button

If you get an error message stating, "The login you entered does not match our records"

- Contact one of the following: [Secretariat](#) or [Webmaster](#)

Updating/Editing your Contact Information

- Click on the Update Your Profile button

Under the Personal Information Tab

- Update contact information as required – See page 2 for standard nomenclature for addresses. **Include complete 9 digit zip code***. If you do not know your complete 9 digit zip code(zip +4), it can be found by entering your address at <https://tools.usps.com/go/ZipLookupAction!input.action>
- You do not need to update the following fields:
 - a. Photo
 - b. Gender
 - c. Date of Birth
 - d. How did you hear about us
 - e. Organization Name
- NOTE: Please don't deselect Email selection in the "My Notifications section"

Click on the Additional Information Section

- Update information as required

Click on the Group Information Section (Spiritual Advisors/Counselors only)

- Update contact information as required

Click the ECONNECTS Tab

- Edit subscriptions as required

Click the Login Information Tab

- Change your password if desired
- Click Submit and View Profile button
- Review Information for accuracy

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Standard Data Entry Nomenclature

Addresses

1. Do not use periods for abbreviations.
2. Common Abbreviations

USE	FOR
St	Street
Ave	Avenue
Cir	Circle
Pl	Place
Rd	Road
Trl	Trail
Ln	Lane
Hwy	Highway
Bldv	Boulevard
Dr	Drive
Wy	Way
Terr	Terrace
PO Box	Post Office Box

3. **Include complete 9 digit zip code.** If you do not know your complete 9 digit zip code(zip +4), it can be found by entering your address at <https://tools.usps.com/go/ZipLookupAction!input.action>. *
4. Instead of apartment, unit, suite, etc. use #. Example: 12345 W Marks Ave #5 or 678 Market St #1S

*The complete 9 digit zip code allows the organization to save money by using bulk mailing rates. Those members that do not have a 9 digit zip code on record may not receive mailings.