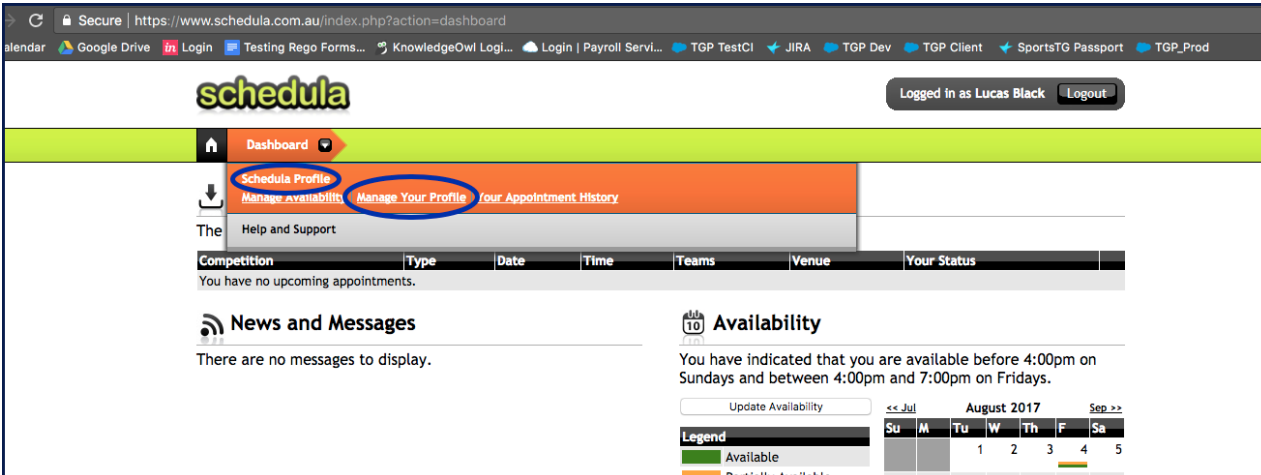


Adding Bank Account Details

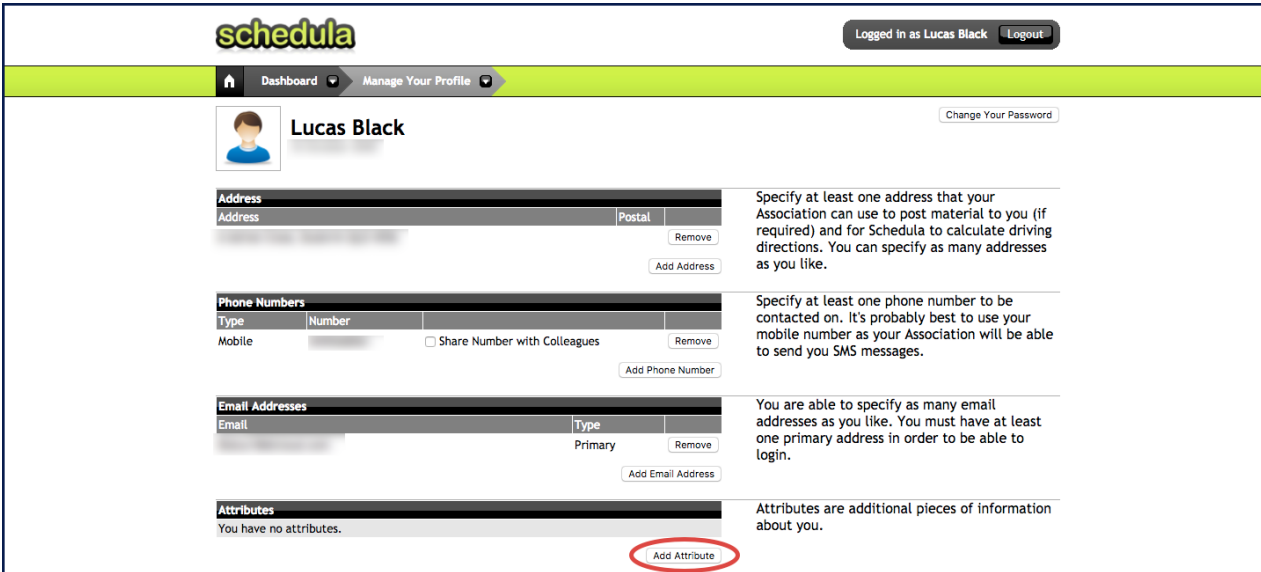
Last Modified on 15/08/2017 10:10 am AEST

1. Login to Schedules.
2. From Dashboard menu, select Schedules Profile and then Manage Your Profile.



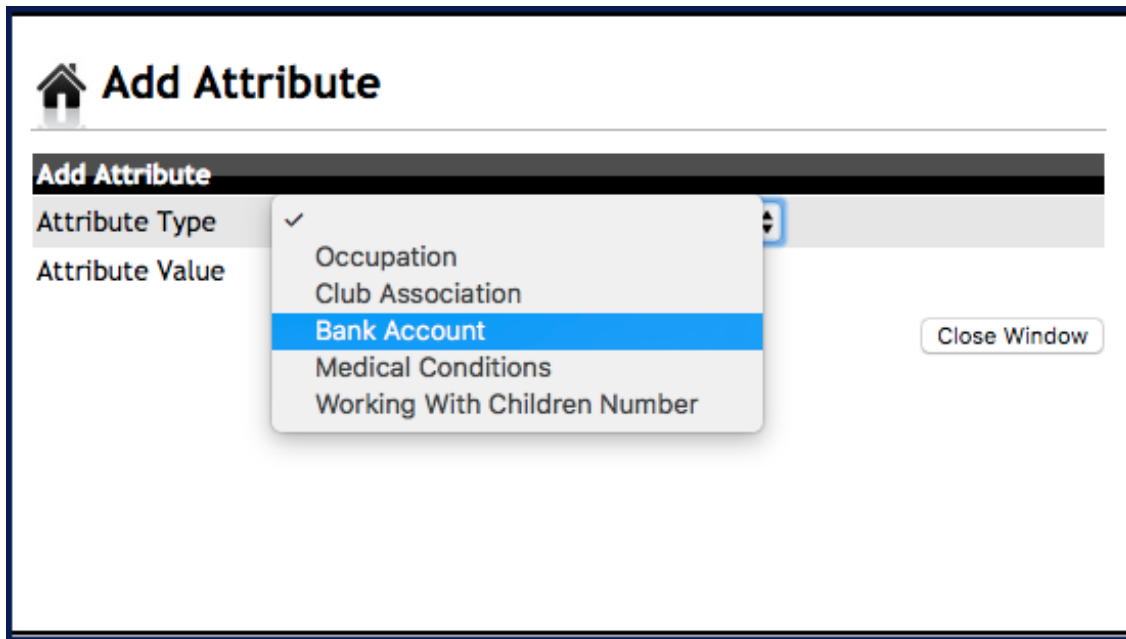
The screenshot shows the Schedules dashboard for user Lucas Black. The navigation menu includes 'Dashboard', 'Schedule Profile', 'Manage availability', 'Manage Your Profile', and 'Your Appointment History'. 'Manage Your Profile' is circled in blue. Below the menu, there are sections for 'The Help and Support', 'Competition' (with a table header: Competition, Type, Date, Time, Teams, Venue, Your Status), 'News and Messages', and 'Availability' (with a calendar for August 2017). The 'Availability' section shows a legend for 'Available' (green) and 'Partially Available' (orange).

3. On the profile page, scroll down to the **Attributes** section and click **Add Attribute**. This will open the Add Attribute window.



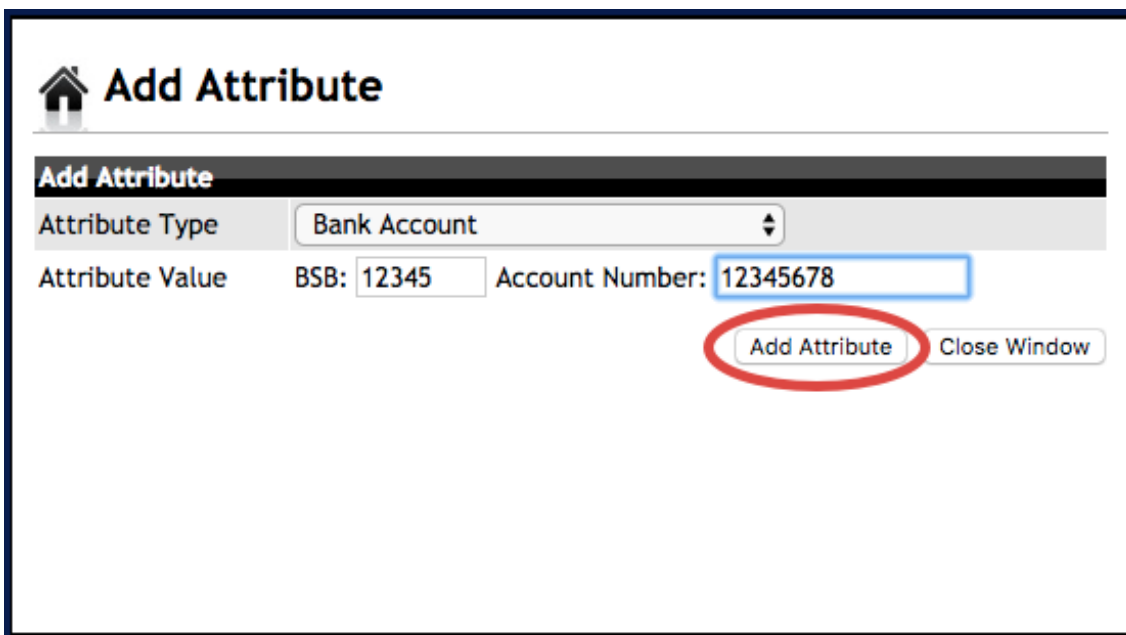
The screenshot shows the 'Manage Your Profile' page for Lucas Black. It includes sections for 'Address', 'Phone Numbers', 'Email Addresses', and 'Attributes'. The 'Attributes' section is highlighted, showing 'You have no attributes.' and a circled 'Add Attribute' button. The 'Address' section includes a form with 'Address' and 'Postal' fields, a 'Remove' button, and an 'Add Address' button. The 'Phone Numbers' section includes a form with 'Type' and 'Number' fields, a 'Share Number with Colleagues' checkbox, a 'Remove' button, and an 'Add Phone Number' button. The 'Email Addresses' section includes a form with 'Email' and 'Type' fields, a 'Primary' checkbox, a 'Remove' button, and an 'Add Email Address' button.

4. Select Attribute Type as "Bank Account" from the drop-down.



The screenshot shows the 'Add Attribute' form. The 'Attribute Type' dropdown menu is open, displaying a list of options: Occupation, Club Association, Bank Account (highlighted in blue), Medical Conditions, and Working With Children Number. A 'Close Window' button is visible on the right side of the form.

5. Enter the BSB and Account Number and click Add Attribute.



The screenshot shows the 'Add Attribute' form with the 'Attribute Type' dropdown set to 'Bank Account'. The 'Attribute Value' section contains two input fields: 'BSB: 12345' and 'Account Number: 12345678'. The 'Add Attribute' button is circled in red, and a 'Close Window' button is also visible.

6. The account number will be added to your Schedula profile.

Attributes		
Attribute	Value	
Occupation	Storeman	<input type="button" value="Remove"/>
Accreditation Level	Level 2 Goal	<input type="button" value="Remove"/>
Bank Account	(123-123) 123456	<input type="button" value="Remove"/>

Related Articles
