

# Setting your communications preferences

## 1 Introduction

We send out information via email to Derby members from time to time. These emails fall into two categories.

**Mandatory** emails will be about your membership or other important information that everyone needs to know. You cannot unsubscribe to these other than by deleting your association with the Derby association.

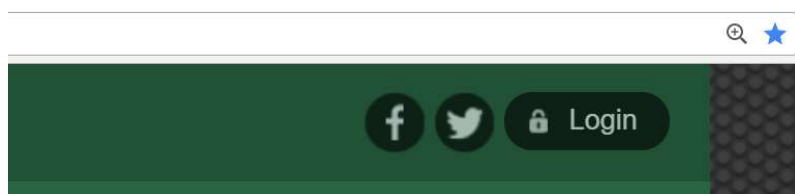
**General news** emails will contain updates about league or cup matches, the Derby closed competition or social events. You can opt in or out of these emails.

This guide shows you how to set your preferences for the **General News** emails.

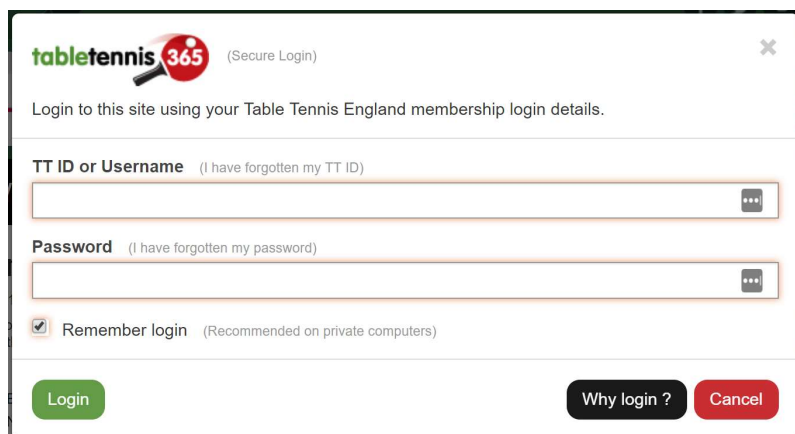
## 2 Log in to the website

Go to [www.tabletennis365.com/derby](http://www.tabletennis365.com/derby)

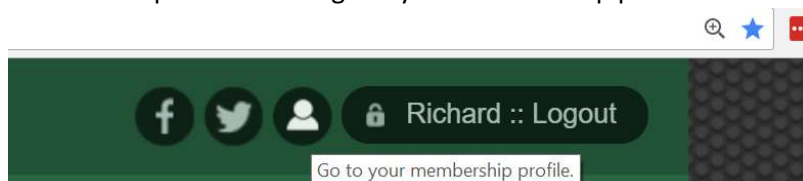
Click: [Login]



Enter your user ID (your TTE number) and password and click [Login]

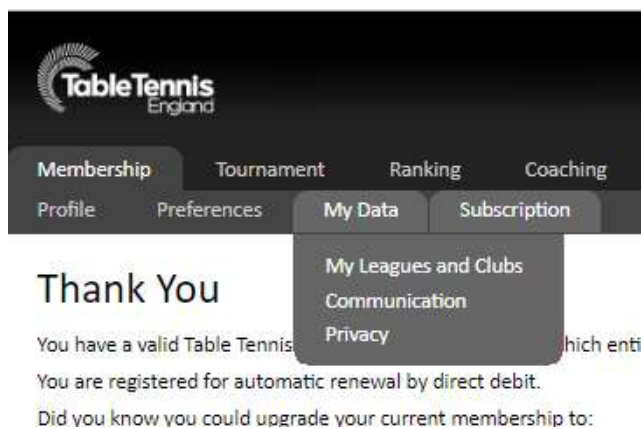
A screenshot of the login form. At the top left is the 'tabletennis 365' logo and '(Secure Login)'. Below the logo is the text 'Login to this site using your Table Tennis England membership login details.' There are two input fields: 'TT ID or Username (I have forgotten my TT ID)' and 'Password (I have forgotten my password)'. Below the password field is a checked checkbox for 'Remember login (Recommended on private computers)'. At the bottom left is a green 'Login' button. At the bottom right are two buttons: 'Why login ?' and 'Cancel'.

Click on the person icon to go to your membership profile.



### 3 Choose what type of emails you want to receive

Choose [My data] and then [Communication]



Select which email types you are happy to receive from Table Tennis England and from Derby and District Association.

Table Tennis England	
Opt into communications from Table Tennis England	<input checked="" type="checkbox"/>

Derby & District Table Tennis Association	
General News	<input checked="" type="checkbox"/>
Matchcard Approvals Notifications Only sent to members who have been given the role to approve matchcard to let you know of a new pending approval waiting.	<input checked="" type="checkbox"/>