



HOW TO MANAGE YOUR EMAIL ADDRESS

[Version date: 21 March 2025]

Understanding your email address(es) in My ABF

You may have more than one email address stored in My ABF:

1. Your My ABF profile (assuming you have your own My ABF account)
2. Any club memberships you have in My ABF (which can be more than one)

It's important to understand the distinction between these.

The email in your My ABF profile page, like everything else on that page, is YOUR PERSONAL DATA. It belongs to you. It is controlled by you. It does NOT belong to your club. It's also governed by privacy data laws and cannot be provided to other people without your permission.

The email address in your club membership records is maintained by the club(s). They will, quite naturally, need to store assorted data about their members in whatever system they use to manage their membership.

Which email address is used when?

- Emails sent from your club to its members will use the one in your membership record (but will default to the one in your profile if the club one is blank).
- Emails sent for things not specific to a club (e.g. bridge credits or help desk matters) will use the one in your profile.

This document shows you how to do two things:

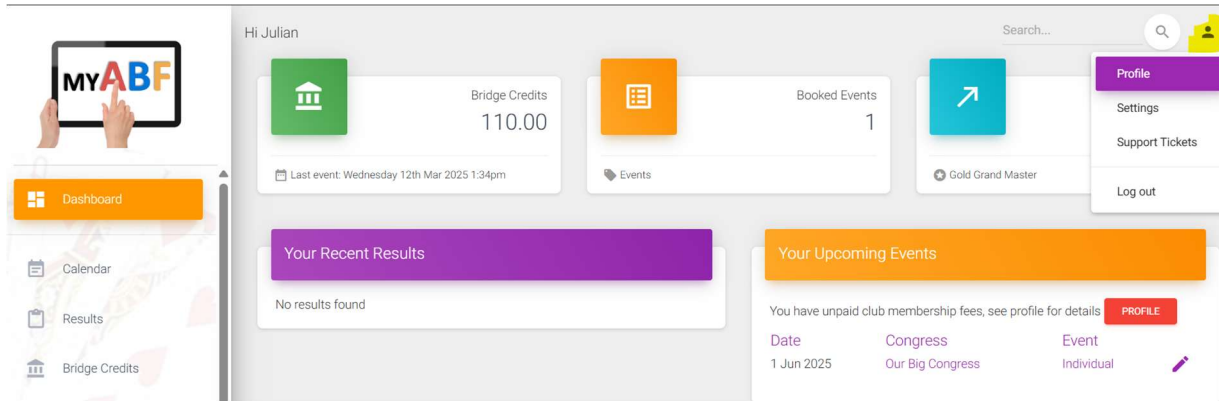
Update your email address in My ABF: If your email address changes you can update it in My ABF yourself – you don't need to ask My ABF support staff to do it for you.

Share your email address with your club(s): Often of course the email in your personal profile will be the same that you want your club to have. To save it being stored twice (and to have to be updated in two places if it changes) you can share the email from your profile with your club.

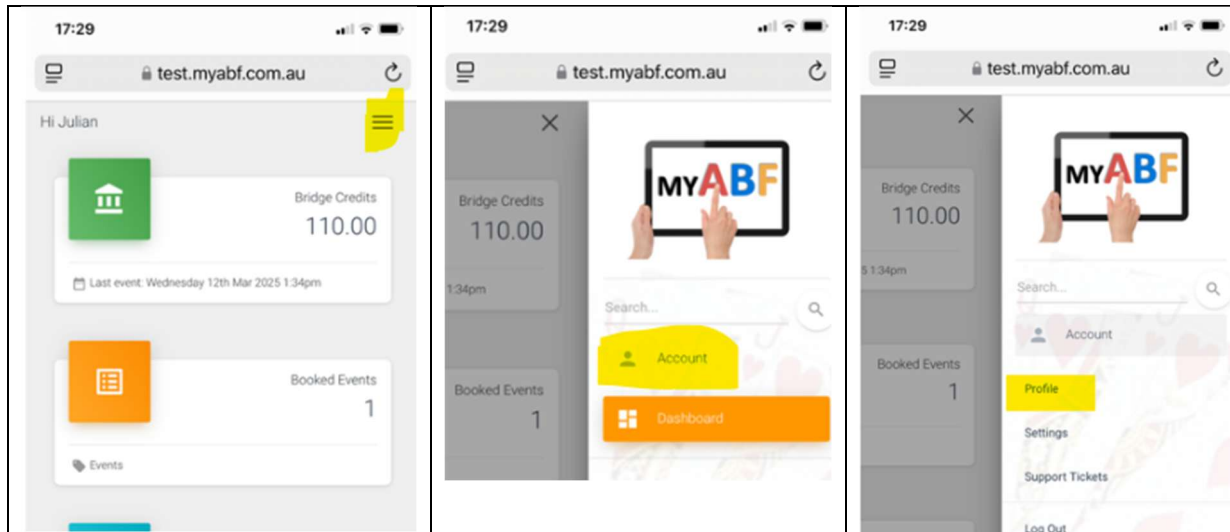
How to update your email address in My ABF

If your email changes, you can update the one in your My ABF profile. It's important to do this so you can receive mail to the right place and also if you want to reset your password in future. Here's how to do that:

On a computer: You find your Profile page via the person icon at the top right of your My ABF dashboard – highlighted here:



On a tablet or phone: You need to click the 3 bars at the top right of your screen. Then click the Account line to open up that menu and select Profile.



Once in your profile page simply update the email address (and anything else you want to change – the only field that you can't change is your ABF number) and click the green Update Profile button (it will light up as soon as you make a change on the screen).

Hi Julian

You can edit your profile here. You can also change less personal things in [SETTINGS](#)

Edit Profile for Julian Foster (518891)

Basic details

Email address
julian.foster@abf.com.au

Australian Mobile Number

First Name
Julian

Last Name
Foster

Date of Birth

BBO Username

[UPDATE PROFILE](#) [CANCEL](#)

How to share your email address with your club

In the real world of course, most players just have a single email address and are quite happy for it to be in their own profile and to be used by their club. So it seems very silly for the same email address to be stored in two separate places. You can, therefore, elect to share data from your My ABF profile with any club you are a member of.

The data fields shared are email address, date of birth and phone number.

In your profile page you have a list of your club memberships:

Club Memberships

You have or have had memberships with the following club. You can control your interactions with these clubs here:

Club	Membership Status	Block	Share profile data	Auto pay fees
Fantasy - Bridge Club	Current	<input type="button" value="BLOCK"/>	Never <input type="button" value="v"/>	<input checked="" type="checkbox"/>

Team Mates




In the Share profile data column there are three options:

- Never – don't share your data to this club. They will maintain data for you in relation to your membership separately.
- Once – share your data to this club at the time you select this option. But don't update it if you later change something here.
- Always – share your data to this club at the time you select this option. And automatically update it if you later change something here.

The key thing here is that it is YOU the player who makes the choice to share data to your club. The club is not entitled to see any of your personal data in My ABF otherwise.

The club sees the data you have shared and also has an icon next to it advising them that it's being shared from the member. This is what a member's record looks like for a club:

Member Details

Email	 juilan.foster@abf.com.au	
Preferred phone	 -	Other phone -
Address 1	<div style="border: 1px solid black; padding: 2px;">This field is being provided by the member</div> Somewhere	
Address 2	-	
State	NSW	Postcode -
Date of birth	 01/01/2010	Club membership number -
Joined date	24/02/2025	Left date -
Emergency contact	-	
Notes	-	

[EDIT DETAILS](#)

Where can I find more information about My ABF?

If you want more information about the system or help with a particular area there are several sources of information you can use:

Accessed from My ABF support screen

1. Frequently Asked Questions

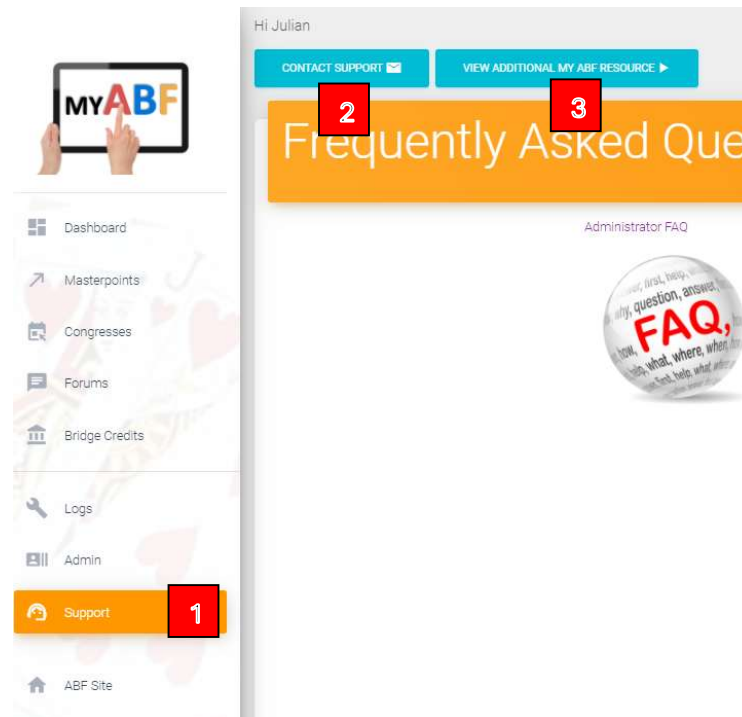
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

2. Contact My ABF Support

Email My ABF support directly using the left hand link at the top of the Support screen.

3. View the “My ABF Resources” webpages

Access these using the right hand link at the top of the Support screen. They contains assorted “How to” guides for various functions in My ABF as well as YouTube videos. They are part of the main ABF website: <https://www.abf.com.au/member-services/my-abf-resources/>



External to My ABF

4. View the “My ABF Resources” webpages

These can be accessed directly at <https://www.abf.com.au/member-services/my-abf-resources/>

5. Videos

There are assorted videos on this YouTube channel: <https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>