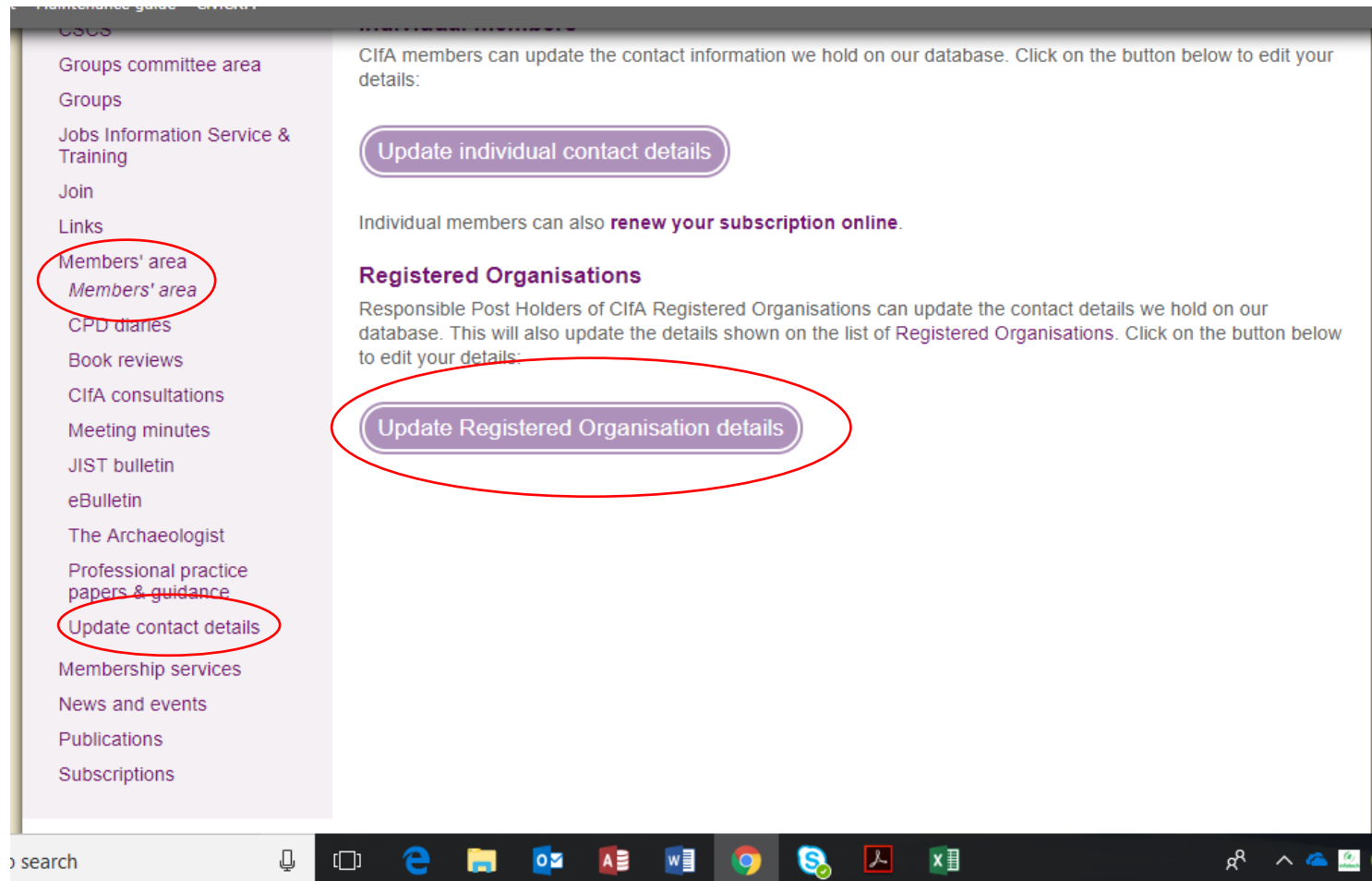


Updating your Registered Organisation details

****Make sure you are logged in as the RPH before you start****

Go to the “Members’ area” and then click on “Update contact details”. If you are logged in as the RPH you should then be able to amend your organisation’s details via the “Update Registered Organisation details” button.¹



¹ If the update registered organisation details button does not work, you are not logged in as the RPH

You can alter everything on the page (but contact admin@archaeologists.net if you need to make any other changes and we will do that for you). You can upload documents such as your annual update form or application form.

Remember when you finish, to scroll down to the bottom of the page and click **SUBMIT** otherwise nothing will be saved or sent. ²

If this person is no longer second RPH please select 'No'

Yes ▾

Add the date this person ceased to be second RPH

Day ▾ Month ▾ Year ▾

Job Title

▾ Office 1

Add Office

Submit

Quick links

- Home
- ClfA's Work
- Codes, Standards & Guidance

Chartered Institute for Archaeologists
Power Steele Building, Wessex Hall
Whiteknights Road, Earley,
Reading RG6 6DE

o search

² If the Submit button does not work, check you have not started to complete details for subsidiary offices (office1, office2 etc). There are compulsory fields in this part of the form (marked with a red asterisk). If they are not filled in, the form will not submit.