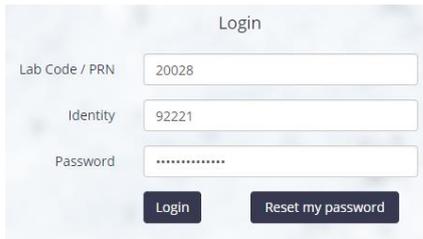
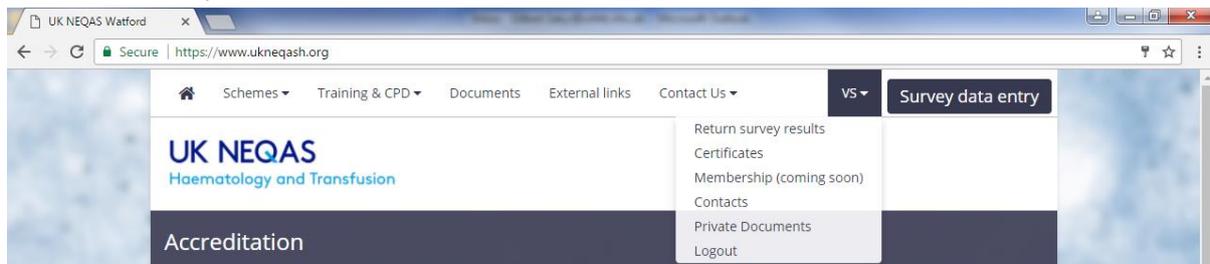


How to create and edit contact details

1. Click [here](#) or enter <https://www.ukneqash.org/participants/login> into your web browser.
2. Enter your Lab Code / PRN, Identity and Password in the text boxes provided then click on the “Login” button.



3. Located on the top on the website should be your initials. With your mouse hover over this to reveal a drop down menu, then select “contacts”



4. You should now see a list of contacts with their names and contact types. Click on the “Edit” button to change the contacts details.

Contacts

Show entries

Search:

[Create new contact](#)

PRN	Identity	Organisation	Name	Hospital	Contact type	Active
20028		GH		UK NEQAS Haematology	Main	Edit Change your password <input type="checkbox"/>
20028		GH		UK NEQAS(H)	Trial	Edit <input type="checkbox"/>

5. To add a new contact click on the “create new contact” button.

Contacts

Show entries

Search:

[Create new contact](#)

PRN	Identity	Organisation	Name	Hospital	Contact type	Active
20028		GH		UK NEQAS Haematology	Main	Edit Change your password <input type="checkbox"/>
20028		GH		UK NEQAS(H)	Trial	Edit <input type="checkbox"/>

6. You will then need to complete the form , ensuring the 'populate from main contact' box is ticked if the address is the same as the main contacts. The organisation will need to be selected for the right scheme.

NEW CONTACT

Populate from main contact

PRN

Organisation

[Continue to contact form](#)

General Haematology ✉ technical queries email ✉ other queries email ☎ (+44) (0) 1923 217878 📠 (+44) (0) 1923 217879	Blood Transfusion ✉ technical queries email ✉ other queries email ☎ (+44) (0) 1923 217933 📠 (+44) (0) 1923 217934	Feto-Maternal Haemorrhage ✉ technical queries email ✉ other queries email ☎ (+44) (0) 1923 217933 📠 (+44) (0) 1923 217934	Everything else 📄 Terms & Conditions 🔗 External links BTLP Steering Committee Haematology Steering Committee
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