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VISAV Help Centre > End-user (Member) tools > Scheme Coordinator

Edit Scheme
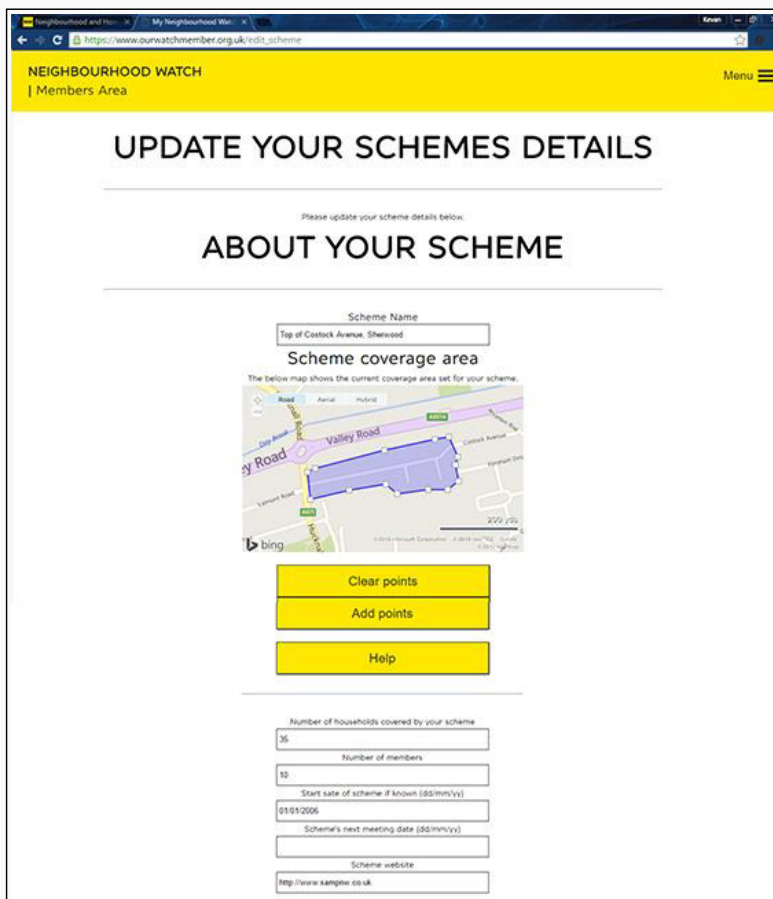
Follow

EDIT SCHEME

This section is preceded by:

- Scheme Administration Overview

At the bottom of the '*Scheme Administration*' Screen

Click the '*Edit your scheme name, map and description*' link

(This option is also accessible via the menu)

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Scheme Administration Overview

Update Your Scheme Details

From this screen you can:

- Record Scheme Name
- Map scheme coverage / update scheme coverage
    - Clear Points
    - Add Points
    - ****Watch Help tutorial for detailed instructions**
- Record / Update number of households covered by the scheme
- Record / Update number of members in the scheme
- Record the start date of the scheme
- Record meeting dates (if applicable)
- Identify the scheme website (if applicable)
- Record / Edit scheme description
- Add scheme coordinator photograph
- Add brief description of the scheme coordinator
- Set scheme sharing permissions (see screengrab for explanations)
    - Scheme visibility
    - Show scheme coverage area
    - Show coordinator details
- Sign up to become a scheme buddy

If you update any of the details, please remember to click the '*Save changes*' button at the bottom of the screen.

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