

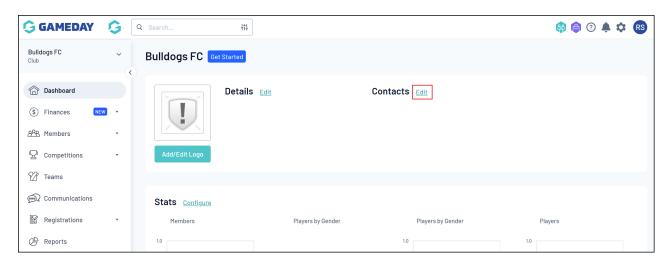
## How do I add Organisation Contacts to my database?

Last Modified on 03/06/2024 10:41 am AEST

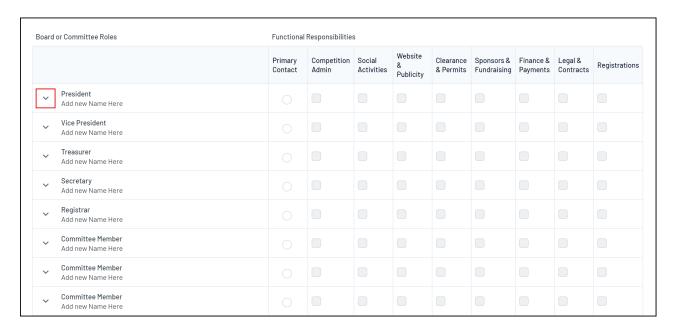
In the Organisation Contacts section of each Passport database, you can enter details for key contacts and stakeholders within your organisation, such as committee members, administrators, or any other custom role you may want to record. Doing so aids in notifying these contacts of updates to registrations, payments, clearances, and publishing contact details to your sport's Locator.

To add a Contact to your Passport database

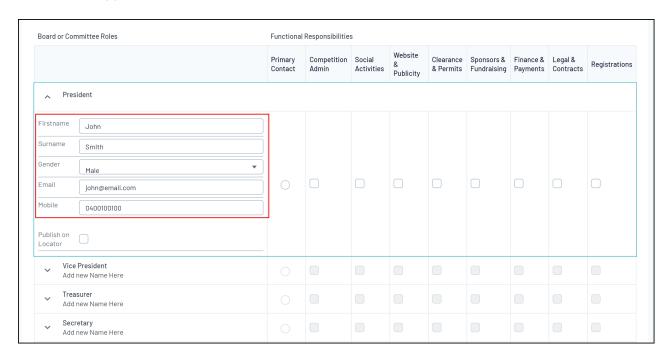
1. Access the Contacts section by clicking **EDIT** on your dashboard



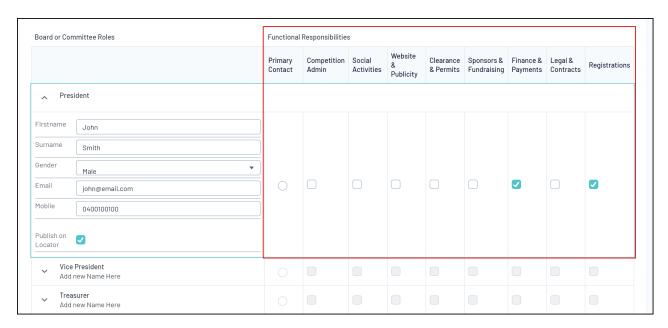
2. To add a pre-defined contact, such as a board or committee member, click the **EXPAND** arrow next to the relevant role



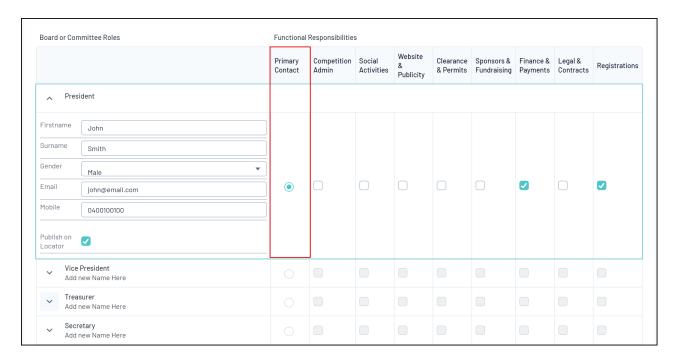
3. Enter the applicable contact details



4. If relevant for this contact, tick any of the boxes in the **Functional Responsibilities** section. This can grant certain functional permissions to the contact. For example, ticking the 'Registrations' option allows them to receive updates on new member registrations by email



5. Designate a primary contact by selecting the **Primary Contact** option. This member will appear first in your organisation's Locator search results and is the default contact for GameDay



## 6. Click **SAVE**

