

3. Enter the applicable contact details

Board or Committee Roles	Functional Responsibilities																	
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations									
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ^ President </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <input type="text" value="John"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="Smith"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="Male"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="john@email.com"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="0400100100"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Publish on Locator </div> </div>										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: center;"> v Vice President </div> <small>Add new Name Here</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
<div style="display: flex; justify-content: space-between; align-items: center;"> v Treasurer </div> <small>Add new Name Here</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
<div style="display: flex; justify-content: space-between; align-items: center;"> v Secretary </div> <small>Add new Name Here</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

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

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<div style="display: flex; justify-content: space-between; align-items: center;"> v Vice President </div> <small>Add new Name Here</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
<div style="display: flex; justify-content: space-between; align-items: center;"> v Treasurer </div> <small>Add new Name Here</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

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



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	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations	
^ President Firstname <input type="text" value="John"/> Surname <input type="text" value="Smith"/> Gender <input type="text" value="Male"/> Email <input type="text" value="john@email.com"/> Mobile <input type="text" value="0400100100"/> Publish on Locator <input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
v Vice President Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v Treasurer Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v Secretary Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. Click **SAVE**

v Committee Member Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v Committee Member Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v Committee Member Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v Committee Member Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Roles and Contacts	Functional Responsibilities									
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations	
v Choose a Role Add a name now!	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v Choose a Role Add a name now!	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v Choose a Role Add a name now!	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save

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