# How do I update my Organisation Details?

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The 'Details' section allows you to store and manage basic contact details and information about a club or association, including postal address, phone number and email. One of the first things you should do when setting up your team, club or association in Membership is to add this information. Keeping club details up to date is particularly useful as it ensures that the levels above (Associations/ state bodies/ national bodies) can effectively communicate with their clubs.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Log into Membership at the club or association level of the database.

2. The 'dashboard' for the association/ club will appear. Click on the Details link or Edit next to the 'Details' heading.
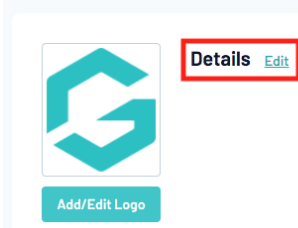
3. The Details screen for the association/ club will open. Enter the information (fields with a red asterisk are compulsory fields).

Note: Organisations can add their Website, email, phone & Social Media Links which will appear on all registration forms in the footer to make it easy for members & participants to get in contact with your organisation

GameDay Passport Training

To modify, change the details in the boxes below. When you have finished, press the **'Update Information'** button.
Note: All boxes marked with a * must be filled in.

Name	GameDay Passport Training
Active?	☑
External ID	
Postal Address Line 1 *	

Allow Clubs to add/edit clearances	☑
Player Career Stats Template	Choose a Stats Type ▼
Player Comp Stats Template	Choose a Stats Type ▼
Team Match Stats Template	Choose a Stats Type ▼
Player Match Stats Template	Choose a Stats Type ▼
Time Zone	Australia/Melbourne ▼
Opt Out Of National RegoForm Notifications	☐

Update Information

4. Click **Update Information** to save the changes.

5. A message will appear confirming that the details have been updated.

6. These details will then appear on the Organisation Dashboard screen

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Add/Edit Logo

Details Edit

Address

Level 12/89 Hilner St
Melbourne
VIC, AUSTRALIA, 3000
+614999322423   *(Phone)*

Contacts Edit