

# How do I set up my organisation's Locator?

03/06/2025 4:25 pm AEST

## Overview

The Locator functionality allows clubs and associations to publish venue location information, contact details, and more, to an in-built public-facing locator website. This enables website visitors to search for their nearest club, association, or program, obtain contact details, and in some cases, register directly with the organization.



**Note:** If your sport/organizational hierarchy uses the programs or courses functionality, this must be set up for your venue to appear within the location list when setting up programs or courses.

## Step-by-Step

### Step 1: Navigate to the Locator

From your Passport database, open the **My Organisation** menu, then select **LOCATOR**

The screenshot displays the GAMEDAY interface for the Silverwood Sports Association. On the left, a sidebar menu under 'My Organisation' lists 'Dashboard', 'Association Details', 'Contacts', 'Documents', and 'Locator' (which is highlighted with a red rectangle). Below this are other menu items like 'Finances', 'Members', 'Competitions', 'Clubs', 'Teams', 'Communications', and 'Registrations'. The main content area is titled 'Silverwood Sports Association' and includes a 'Get Started' button. It features a large 'G' logo, a 'Details' section with address and contact info, a 'Contacts' section with roles like President and Administrator, and a 'Stats' section with three empty charts labeled 'Members', 'Players by Gender', and 'Players'. A search bar and user profile icons are at the top right.

### Step 2: Enter Locator Details

The Locator page is broken into various sections where you can enter your organization's information:

### Organisation Venue and General Details

- **Venue Name:** Enter the name of the venue that will appear on your locator
- **Venue Address:** Enter the street address for your locator, which will automatically place a map pin
- **Venue Email:** Provide the main contact email address for your locator
- **Venue Website:** Enter your organization's website address or relevant social media channels for the locator
- **Venue Phone:** Enter the contact phone number for the venue that will be displayed

This information is used to populate your sport's postcode locator. It is used to help individuals locate a club or league they would like to join.

Please ensure the information you provide here is information you wish to be publically displayed.

**Tip:** Ensure you consider carefully what information you provide here.

Where you leave a field blank then the details will not appear on the Locator. If there is any information you do not wish to show in the public locator then simply leave that field blank.

	Role	Firstname	Surname	Mobile	Email
All of these contacts will appear on your locator. If you wish to change who appears then do through the contacts page.					
	Administrator	Sophie	Jones	0400100000	sophie@email.com

#### Organisation Venue and General Details

Venue Name

Venue Address Line 1

Venue Address Line 2

Venue Suburb

Venue Postal Code

Venue State

Venue Country

Venue Email

Website address

Venue Phone

### Active Days, Times and Terms

- **Active Days:** Select the days of the week that your organisation uses or has access to the venue by ticking the checkboxes
- **School Term:** Choose the relevant school term if your organization runs school-based competitions
- **Session Times/Durations:** Enter details regarding session times and durations if you are running programs
- **Season Start/Finish Date:** Provide the start and end dates for your season-based competitions

#### Active Days, Times and Terms

Monday



Tuesday



Wednesday



Thursday



Friday



Saturday



Sunday



School Term

Not Specified

Session Times

Session Durations

Season Start Date

01/06/2025

(00/00/0000 to remove date)

Season Finish Date

31/05/2026

(00/00/0000 to remove date)

### Registration Details

- **Show us in the Public Locator:** Tick or un-tick this checkbox to control whether your club's details appear in your sport's locator
- **Public Registrations:** Select a registration form from your database to direct users to when they click the Register Now button on your Locator
- **Postal Codes Services:** Enter relevant postal codes separated by commas (e.g., 3000, 3001, 3002) to ensure your club appears in postcode-based searches
- **General Information:** Add any other general information or notes you wish to display on the locator

Show us in the Public Locator



Public Registrations

Parent Form - National Membership Registration Form 2025 (#118066)

Postal Codes Serviced  
(You should limit the postcodes entered here to perhaps 5-10 relevant and local codes. You can enter multiple codes by using a comma between them. EG: 3000, 3001, 3002)

3121, 3000

General information to display on the locator  
(Tip: Use this section to tell people about your organisation or provide information not covered in the standard fields here. It's your opportunity to make a great impression.)

Silverwood Sports Complex is the premier sporting complex in Melbourne. Check your postcode to find a venue near you!

### Map Location Details

The map in this section automatically adjusts based on the venue address you entered. If needed, you can adjust the location by dragging and dropping the red pin to the correct spot on the map, or by manually updating the **Latitude/Longitude** fields.





Locator ?

[View Locator](#)

- ☒ Details
- ☒ Contacts
- ☐ Locator

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Administrator	Sophie	Jones	0400100000	sophie@email.com

### Organisation Venue and General Details

Venue Name

Silverwood Sports Complex

Venue Address Line 1

165 Cremorne Street