

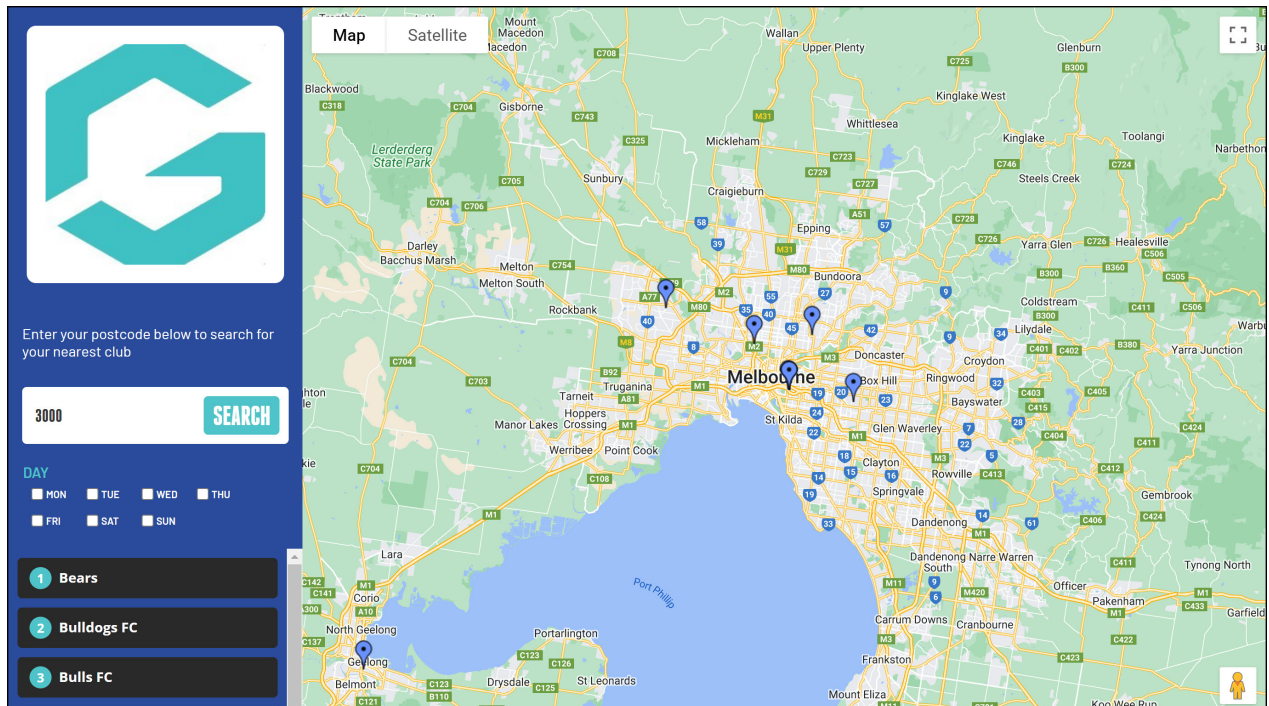


How do I set up my organisation's Locator?

Last Modified on 05/04/2024 10:37 am AEDT

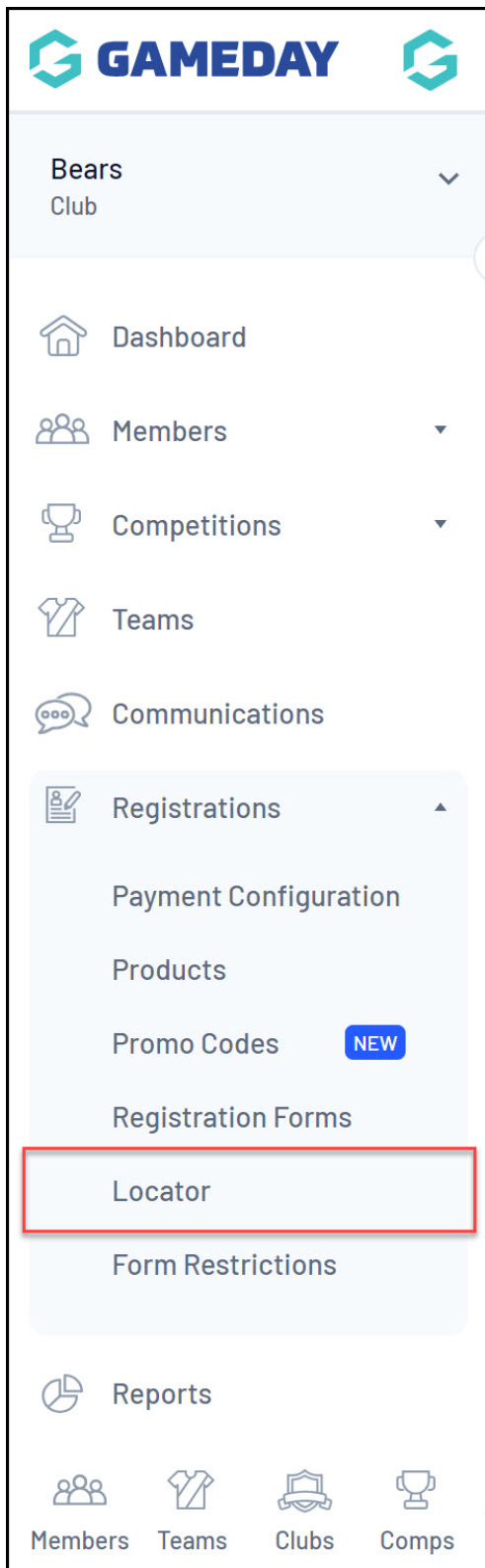
The **Locator** functionality allows clubs and associations to publish venue location information, contact details and more to an in-built public-facing locator website, enabling website visitors to search for their nearest club, association or program and obtain their contact details and, in some cases,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

If your sport/organisational heirarchy is using programs and/or courses, this must be set up in order for your venue to appear within the location list when setting up a these.



As an individual organisation, you can configure your Locator settings by following the steps below:

1. From your Passport database, open the **Registrations** menu, then select **LOCATOR**



2. The Locator page is broken into various sections:

Organisation Venue and General Details

Organisation Venue and General Details	
Venue Name	Bears Stadium
Venue Address Line 1	132 Cremorne Street
Venue Address Line 2	
Venue Suburb	Cremorne
Venue Postal Code	3121
Venue State	Victoria
Venue Country	Australia
Venue Email	hello@mygameday.app
Website address	https:// www.mygameday.app

- **Venue Name:** Enter the venue name that will appear on your locator
- **Venue Address:** Enter the street address that will appear on your locator. Completing the Venue Address details will also automatically place a map pin on the locator
- **Venue Email:** Enter the main contact email address that will appear on the locator
- **Venue Website:** Enter your organisation website address (or relevant social media channels etc.) that will appear on the locator
- **Venue Phone:** Enter the contact phone number for the venue which will appear on the locator

Active Days, Times and Terms

Active Days, Times and Terms

Monday	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>
Saturday	<input checked="" type="checkbox"/>
Sunday	<input checked="" type="checkbox"/>
School Term	Term 1
Session Times	13:00 - 15:00

Session Durations	2 Hours
Season Start Date	01/01/2023 (00/00/0000 to remove date)
Season Finish Date	31/12/2023 (00/00/0000 to remove date)
Show us in the Public Locator	<input checked="" type="checkbox"/>
Show fixtures and results in the Public Locator	<input checked="" type="checkbox"/>
Public Registrations	GameDay FC Registration
Postal Codes Served (You should limit the postcodes entered here to perhaps 6-10 relevant and local codes. You can enter multiple codes by using a comma between them. EG: 3000, 3001, 3002)	3121, 3141, 3181,3000
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.)	We are the Bears!

- **Active Days:** Select the days of the week that the club has access to or uses the venue by ticking the relevant checkboxes

- **School Term:** Select the relevant school term if your organisation is running school-based competitions
- **Session Times/Durations:** Enter details of the session times and durations if you are running programs
- **Season Start/Finish Date:** Enter the season start and end date if your competitions are season-based
- **Show us in the Public Locator:** Tick or un-tick this checkbox to decide whether you want your club's details to show in your sport's locator
- **Show fixtures and results in the Public Locator:** Tick or un-tick this checkbox to decide whether you want your competition fixtures to show 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 the postal codes relevant to your club, separated by a comma (e.g. 3000, 3001, 3002). This will ensure your club shows up in the search results when someone searches for a particular postcode.
- **General Information:** Enter any other general information or notes you want to appear on the locator

Location Details

Under the Location Details section, the map will automatically adjust based on the venue address you have entered. If you need to adjust the location, click on the red pin and drag and drop it into the correct location on the map, or manually update the 'Latitude/Longitude' fields

Location Details

Enter Latitude and Longitude in the boxes below or drag the map marker to the correct location.

Latitude*

-37.82828739614738

Longitude*

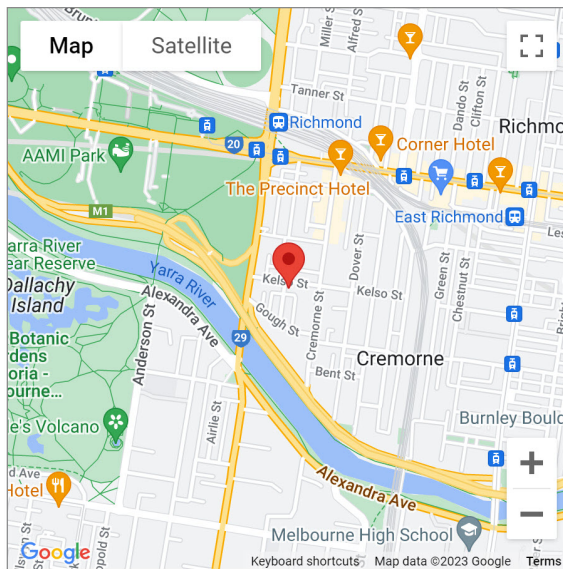
144.9895429312134

Map



3. Once you've entered all your relevant information, click **UPDATE LOCATOR**

Map



Update Locator