How do I add a database Welcome Message?

13/06/2025 12:29 pm AEST

Upon signing in to Passport, the 'Dashboard' will appear. Associations can add a welcome message to this screen that will also be seen by Clubs and Teams when they sign in to their database. The welcome message is therefore a good method of conveying information down to club and team administrators.

The welcome message is only able to be modified at the Association level.

To configure the welcome message:

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 Association level
- 2. From the Dashboard, click on Edit next to the welcome message

| SportsTG | Details <u>Edit</u> | Contacts <u>Edit</u> | - | |
|-------------------------|---|--------------------------------------|--|--|
| Let's Win | Address | President | Treasurer | |
| Edit Logo | 2 Holt Street | Test Name | Test Treasurer | |
| ☑ Details | Surry Hills | 0400111222 | | |
| E) botanb | NSW, AUSTRALIA, 2010 | <u>test@orgname.com.au</u> | <u>treasurer@orgname.com.au</u> | |
| Contacts | Phone 12345678 Email <u>support@sportstg.com</u> | Secretary (PRIMARY CONTACT) | Registrar | |
| | | Test Secretary | tt | |
| | | 91112322 | | |
| | | orgname.com.au | test@sportstg.com | |
| | | | | |
| If you experience any p | roblems with SportsTG Membership or y | ou wish to provide any feedback plea | se contact us at <u>support.sportstg.com</u> . | |

3. The Welcome Message will appear in a text box. Modify the message as needed.



Click on Update to save the changes.