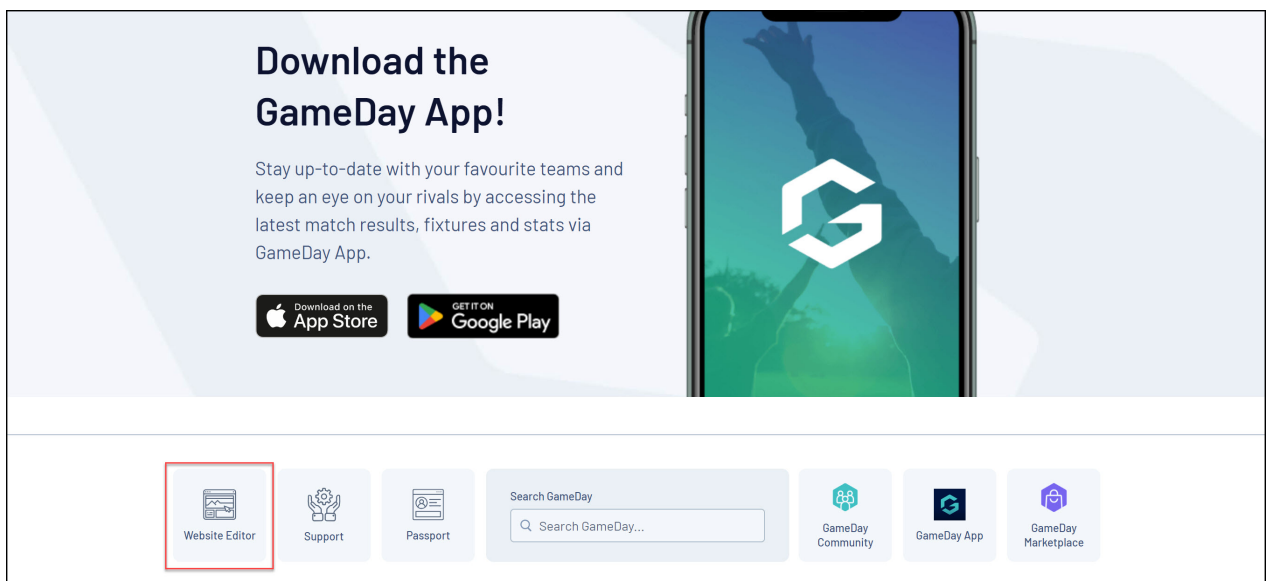# How do I add contact details to my Website?
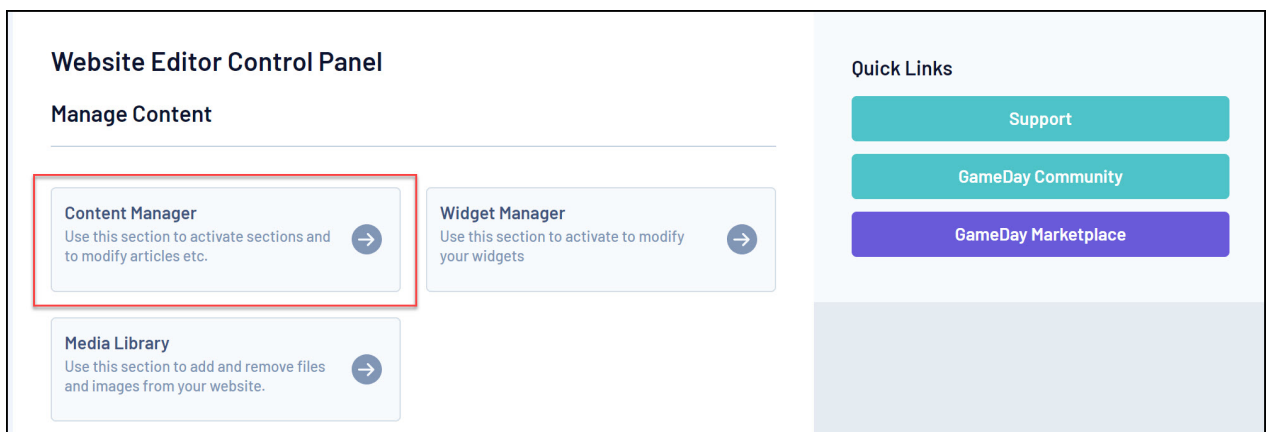
Last Modified on 07/12/2023 2:26 pm AEDT

Passport Websites allow administrators to enter their contact details as a new page on their site, including contact name, postal address, phone number, fax number, email address, website URL and any other custom notes.
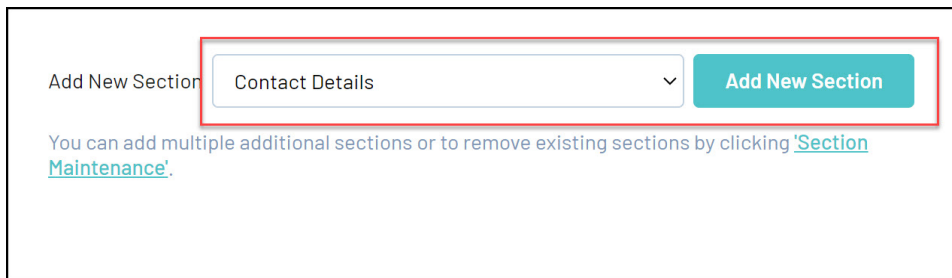
To add Contact Details to your website:

1. Scroll down to the bottom of your website and click **WEBSITE EDITOR**
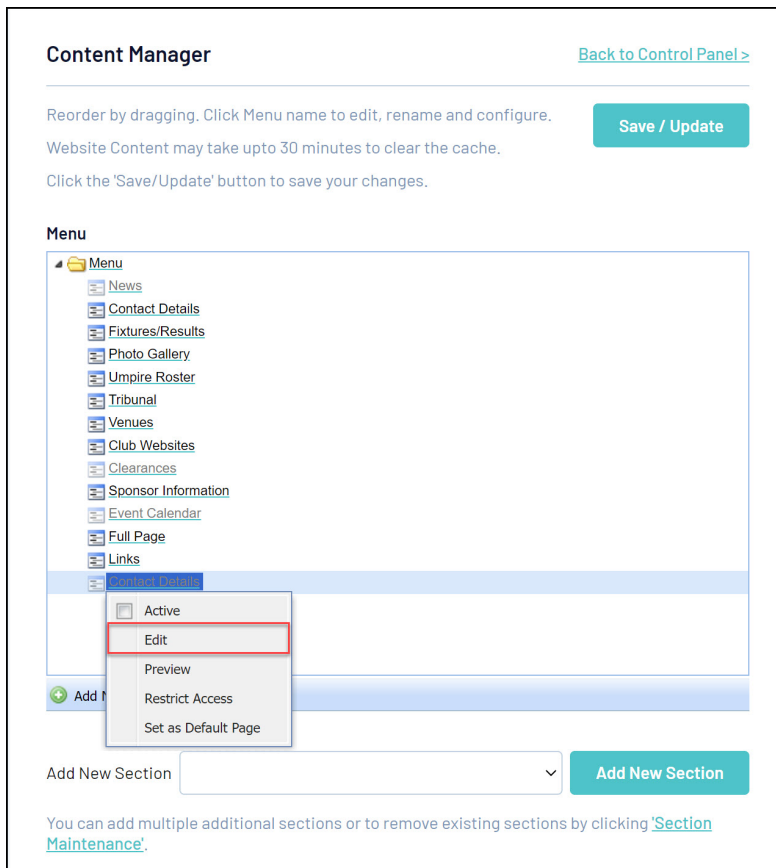

2. Click **CONTENT MANAGER**

3. In the **Add New Section** field, select **Contact Details** from the drop-down menu and click the **ADD NEW SECTION** button

4. In the Content Manager menu, right click the new Contact Details option and click **EDIT**

5. Enter the contact information in the required fields and click **SAVE**.

6. In the Content Manager menu, right click the Contact Details option and click **ACTIVE**

Your Contact Details page will then appear in your website menu

GameDay Passport Training

Contact Details

Contact Name :	James Lonie
Email Address :	hello@mygameday.app
Website :	www.mygameday.app
Phone number :	0400100200
Postal Address :	12 Sport Street, Melbourne, Victoria 3000