

# Locator | Overview

03/06/2025 4:02 pm AEST

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## Overview

GameDay Passport's **Locator** feature allows organisations at any level of a sport's hierarchy to establish a presence online through a public organisation Locator, where potential members can find and register with organisations near them using a convenient postcode/name search function.

Each sport that has a hierarchy-based organisation structure will have access to a public locator that can be configured and access directly through the Passport Membership interface, and organisations within the hierarchy can choose whether or not to display their details on the locator.

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## Back-End Locator Configuration

You can find the back-end Locator configuration screen by opening the **My Organisation** menu, then selecting **LOCATOR**

**GAMEDAY** Search... RS

Silverwood Sports Association Association

**Silverwood Sports Association** [Get Started](#)

**Details** [Edit](#)

165 Cremorne Street  
Cremorne  
VIC, AUSTRALIA, 3121  
0390001000 (Phone)  
[sophie@email.com](mailto:sophie@email.com)

[Add/Edit Logo](#)

**Contacts** [Edit](#)

**President** (Primary Contact)  
Darryl Monk  
0400300200  
[daz@email.com](mailto:daz@email.com)

**Administrator**  
Sophie Jones  
0400100000  
[sophie@email.com](mailto:sophie@email.com)

**Stats** [Configure](#)

Members      Players by Gender      Players by Gender      Players

1.0  
0.8  
0.6  
0.4  
0.2  
0.0  
May 12

1.0  
0.8  
0.6  
0.4  
0.2  
0.0  
May 12

1.0  
0.8  
0.6  
0.4  
0.2  
0.0  
May 12

Members      Teams      Clubs      Comps

The back-end Locator page allows you to enter the details required to publish information to your sport's Locator, including:

### Organisation Venue and General Details

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
<i>All of these contacts will appear on your locator. If you wish to change who appears then do through the contacts page.</i>					
	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, Times and Terms

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

School Term

Session Times

Session Durations

Season Start Date  (00/00/0000 to remove date)

Season Finish Date  (00/00/0000 to remove date)

## Public Status & Registration Form

Show us in the Public Locator

Public Registrations <sup>1</sup>

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)

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.)

## Map Location Details

**Location Details**

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

Latitude\*

Longitude\*

Map

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# Front End Locator

The **VIEW LOCATOR** button at the top of the page provides a link straight to the front-end version of your Locator

**Locator**

[View Locator](#)

Details  
 Contacts  
 Locator

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 publicly 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
<i>All of these contacts will appear on your locator. If you wish to change who appears then do through the contacts page.</i>				
Administrator	Sophie	Jones	0400100000	sophie@email.com

**Organisation Venue and General Details**

Venue Name

Venue Address Line 1

Once your Locator details have been confirmed on the back end, you can start displaying your organisation and its details on the front-end Locator.

Your Locator is based on your sport, so users will be able to find any other organisations through this process if they have configured their Locator details and chosen to display their organisation on the Locator.

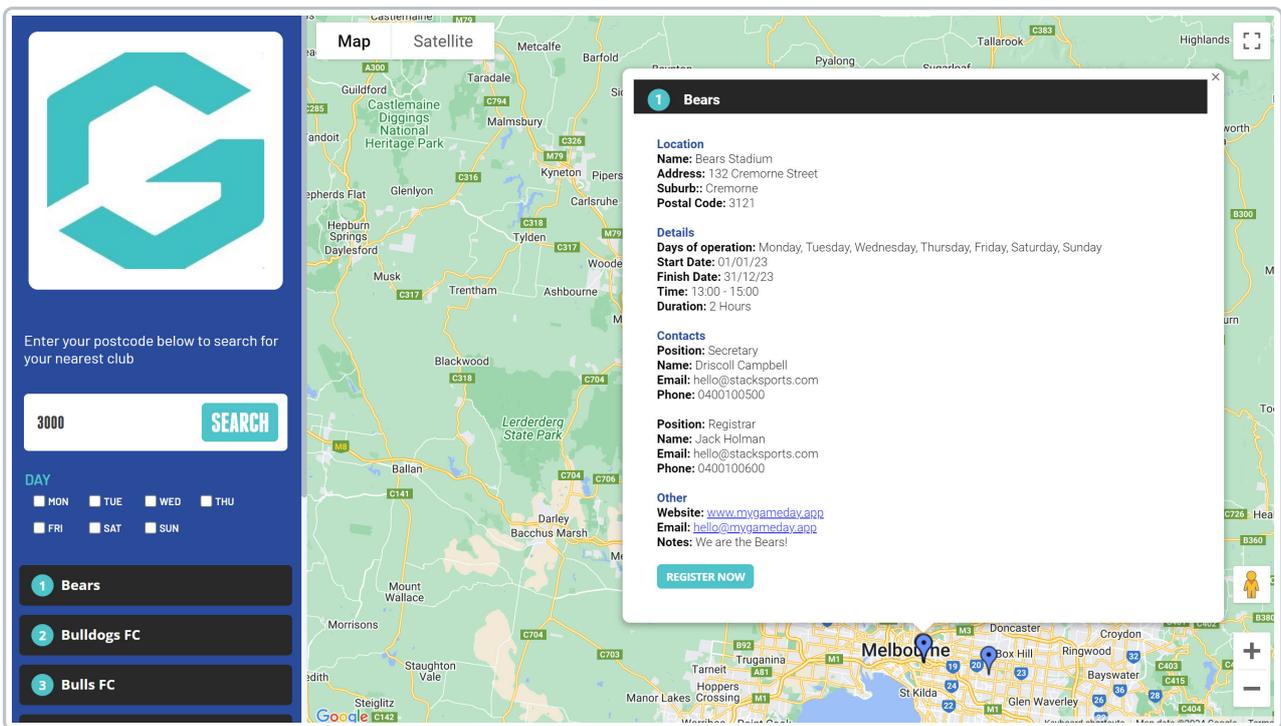


**Note:** The below example displays a generic version of a club-level Locator, however, certain locators are designed to return results for associations, leagues, or programs; this is dependent on the configuration of your sport. Certain Locators also have custom branding, which may differ from the below.

The screenshot displays a web interface for finding clubs. On the left, there is a search bar with the number '1' next to it, containing the postcode '3000' and a 'SEARCH' button. Below the search bar is a 'DAY' filter section with checkboxes for MON, TUE, WED, THU, FRI, SAT, and SUN, with the number '2' next to it. Underneath the filter is a list of search results with the number '3' next to it, showing '1 Bears', '2 Bulldogs FC', and '3 Bulls FC'. On the right, a map of Melbourne is shown with the number '4' next to it, featuring several blue pins indicating club locations. The map includes labels for various suburbs and roads.

1. Search: Allows users to search by Postcode or Organisation Name
2. Active Days Filter: Filter search results for organisations that are active on certain days
3. Search Results: Lists the organisations found based on the search term entered
4. Mapfinder: Displays a map and pins of all organisations included in the Locator

By clicking one of the organisations in the search results, you can see any of the details that the organisation has chosen to publish, and register to the organisation using the **REGISTER NOW** button.



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## What's Next?

Now that you're familiar with the Locator feature, take a look at some more in-depth configurations below to help you make the most of it for your next registration season.

- [👉 How do I set up my organisation's Locator?](#)
- [👉 How do I open my front-end Locator?](#)
- [👉 How do I link a Registration Form to my Locator?](#)
- [👉 How do I adjust my organisation's pinned address on the Locator?](#)
- [👉 How do I enable contacts to appear on my Locator?](#)