

How do I open my front-end Locator?

03/06/2025 4:40 pm AEST

Overview

As a Passport administrator, you can open your relevant sport's [Locator](#) directly through your organisation database.



Note: Depending on which level you open the locator from, you will find that the search results on the locator are reflective of that database level

- Locators opened from a **Club** level will only return Clubs in the search results
- Locators opened from an **Association/League** level will only return Associations/Leagues in the search results
- Locators opened from an organisation specifically configured for **Program or Course** registrations will only return individual Programs or Courses in the search results

Step-by-Step

Step 1: Open your Locator setup page

In the left-hand menu, click **My Organisation > LOCATOR**

The screenshot shows the GAMEDAY interface for the Silverwood Sports Association. The left-hand navigation menu is visible, with the 'Locator' option highlighted in a red box. The main content area displays the association's details, including its logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). There are also contact details for the President (Darryl Monk) and Administrator (Sophie Jones). Below the details, there are three empty charts labeled 'Members', 'Players by Gender', and 'Players', each with a 'May 12' date marker. The 'Stats' section is currently empty.

Step 2: Open the front-end locator

Click **VIEW LOCATOR** in the top-right corner of the page

GAMEDAY Search... RS

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 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: Silverwood Sports Complex

Venue Address Line 1: 165 Cremorne Street

Your sport's locator will then appear, as shown below:

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.

G

Enter your postcode below to search for your nearest club

3000 **SEARCH**

DAY

- MON
- TUE
- WED
- THU
- FRI
- SAT
- SUN

- 1 Bears**
- 2 Bulldogs FC**
- 3 Bulls FC**

1 Bears

Location
Name: Bears Stadium
Address: 132 Cremorne Street
Suburb: Cremorne
Postal Code: 3121

Details
Days of operation: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Start Date: 01/01/23
Finish Date: 31/12/23
Time: 13:00 - 15:00
Duration: 2 Hours

Contacts
Position: Secretary
Name: Driscoll Campbell
Email: hello@stacksports.com
Phone: 0400100500

Position: Registrar
Name: Jack Holman
Email: hello@stacksports.com
Phone: 0400100600

Other
Website: www.mygameday.app
Email: hello@mygameday.app
Notes: We are the Bears!

REGISTER NOW