

# How do I link a Registration Form to my Locator?

03/06/2025 4:47 pm AEST

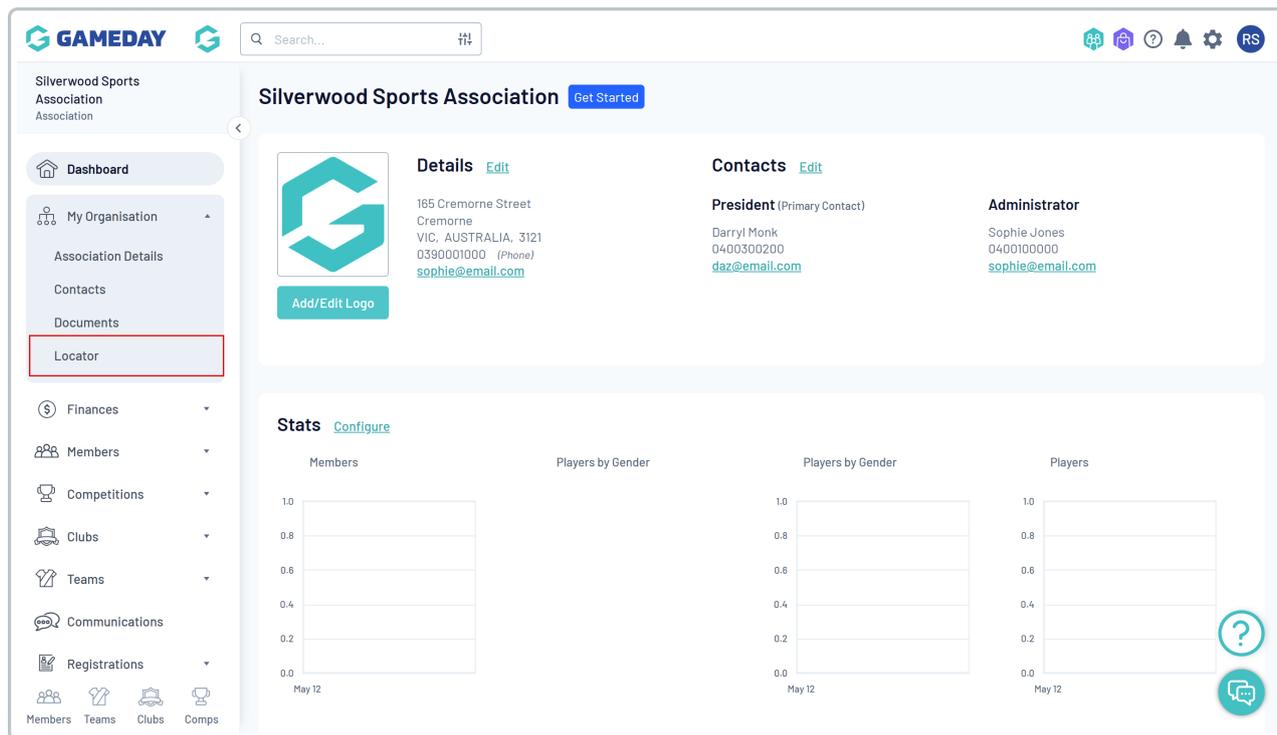
## Overview

As an organisation using the Locator feature through Passport, you can nominate an existing registration form to link to your Locator to collect registrations. Linking a form to your locator ensures that potential members looking for an organisation to register into can also complete their registration directly through the locator page itself.

## Step-by-Step

### Step 1: Open the Locator setup page

In the left-hand menu, open the **My Organisation** menu and select **LOCATOR**



### Step 2: Assign a Registration Form

Scroll down to **PUBLIC REGISTRATIONS** and apply the relevant form from your database

**GAMEDAY** Search... RS

Session Durations

Season Start Date: 01/06/2025 (00/00/0000 to remove date)

Season Finish Date: 31/05/2026 (00/00/0000 to remove date)

Show us in the Public Locator:

Public Registrations: Parent Form - National Membership Registration Form 2025 (#118066)

Postal Codes Served: 3121, 3000

General information to display on the locator: Silverwood Sports Complex is the premier sporting complex in Melbourne. Check your postcode to find a venue near you!

### Step 3: Save your updates

Scroll to the bottom of the page and click **UPDATE LOCATOR** once you've applied the necessary updates

**GAMEDAY** Search... RS

Longitude\*: 144.990669

Map: Map Satellite

Update Locator

With a form linked, when members of the public find your organisation through your sport's **Locator**, they will be able to register through the assigned registration form by clicking the **REGISTER NOW** button:

**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.com](http://www.mygameday.com)  
Email: [hello@mygameday.com](mailto:hello@mygameday.com)  
Notes: We are the Bears!

**REGISTER NOW**

## Watch

Your browser does not support HTML5 video.