

How do I update my organisation's pinned address on the Locator?

13/06/2025 12:50 pm AEST

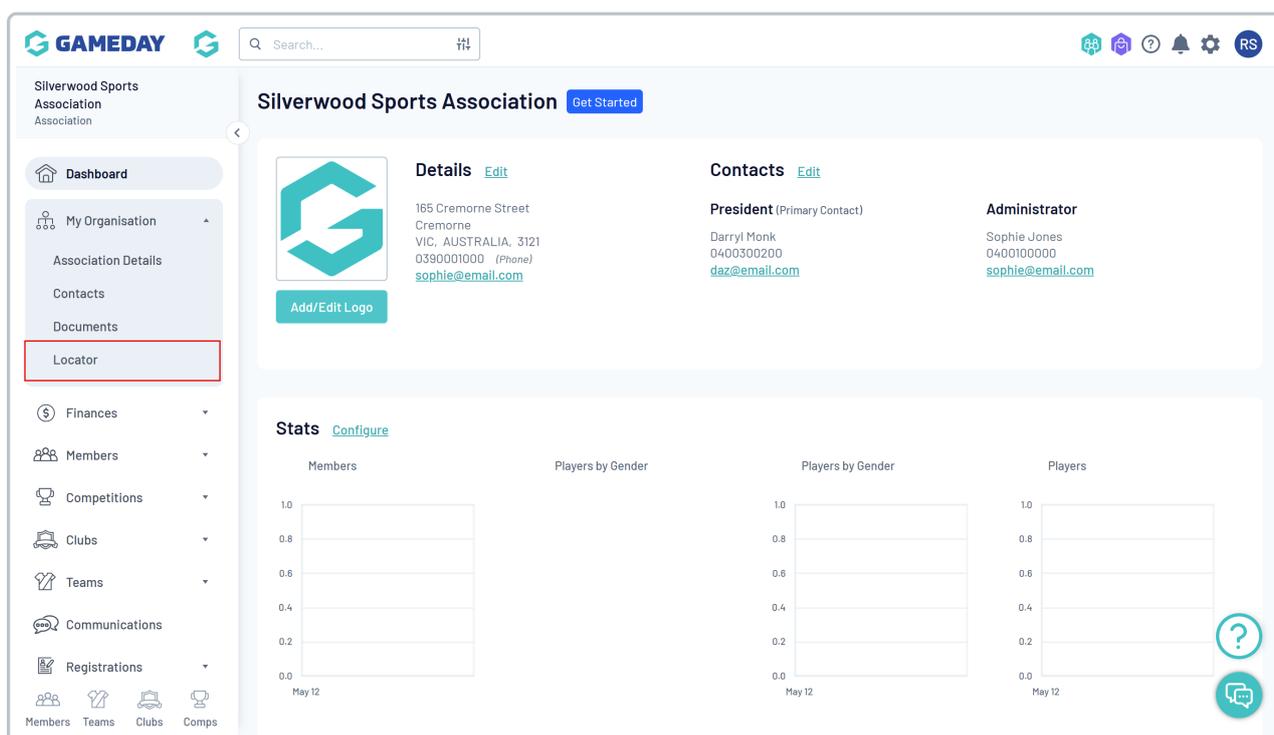
Overview

When using the [Locator](#) feature, the pinned address that appears on the map if your venue is published can be manually adjusted if necessary using the following process.

Step-by-Step

Step 1: Open your Locator setup page

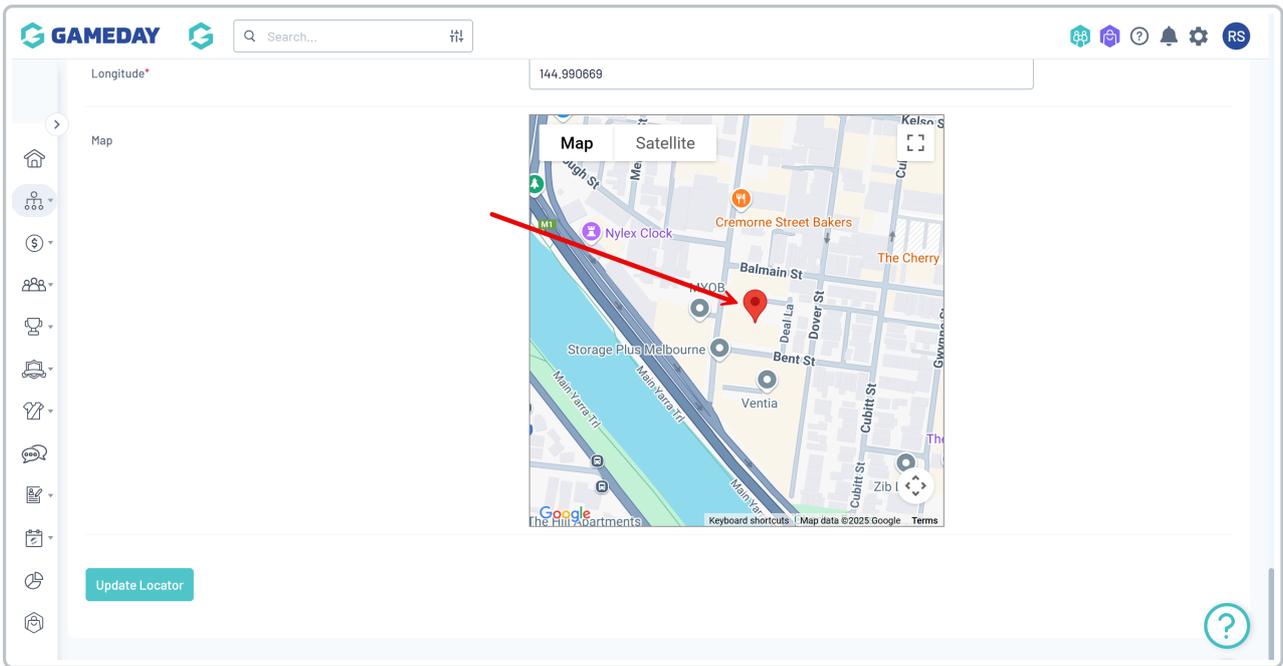
In the left-hand menu, click **Registrations > LOCATOR**



The screenshot displays the Silverwood Sports Association dashboard. The left-hand navigation menu is visible, with the 'Locator' option highlighted in red. The main content area shows the 'Silverwood Sports Association' details, including a logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). Below the details are sections for 'Contacts' (President: Darryl Monk, Administrator: Sophie Jones) and 'Stats' (Members, Players by Gender, Players).

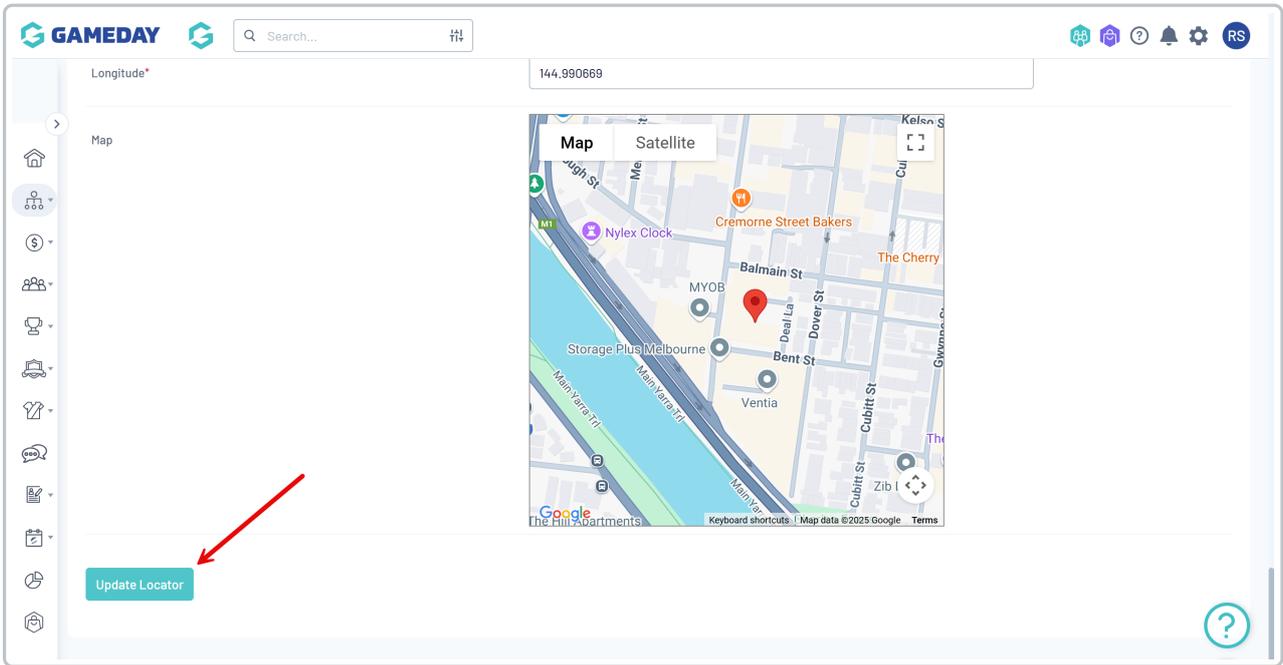
Step 2: Update the map pin location

Scroll down to the **Map** field at the bottom of the page, then drag and drop the **RED PIN** to a new location on the map



Step 3: Save your changes

Click **UPDATE LOCATOR**



Watch

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