How do I enable contacts to appear on my Locator?

09/07/2025 10:22 am AEST

Overview

Organisations using GameDay Passport can make key contacts visible on their public locator page. This feature allows existing **Organisation Contacts** to be displayed along with their contact details, helping potential members easily find and connect with the right person at your club or association.

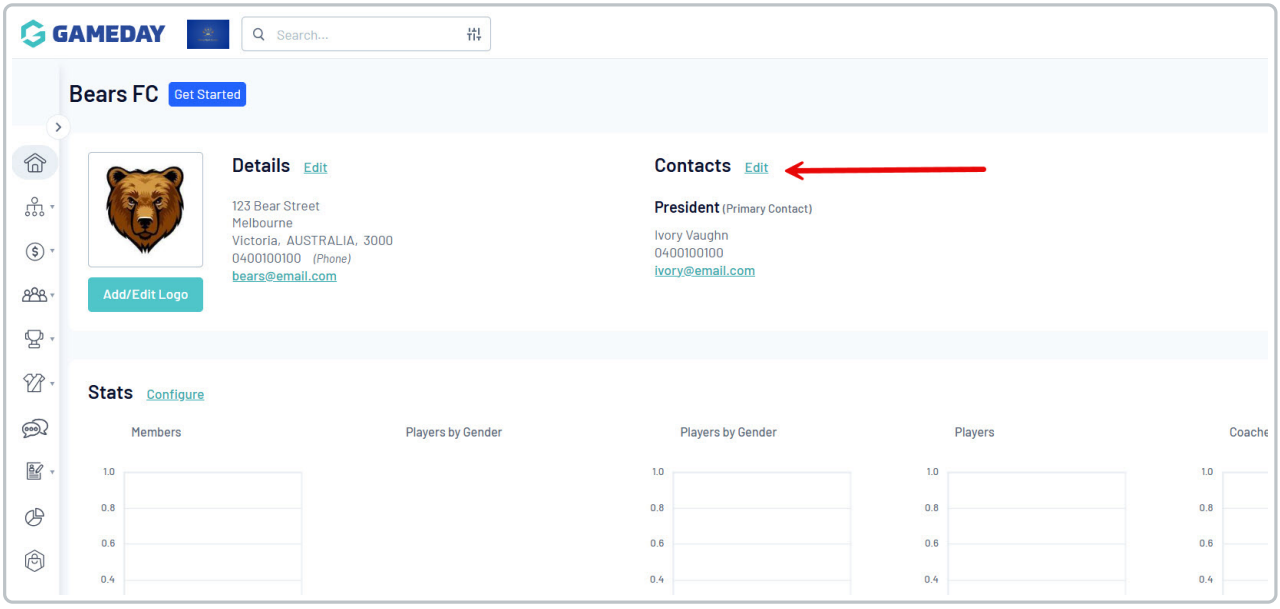
Be aware that:

- The information you enable will be publicly visible. Ensure you have the contact's permission and are comfortable sharing their details.
- You can view a summary of all contacts currently set to display on the locator by navigating to **Registrations > LOCATOR** in your Passport database.

Step-by-Step

Step 1: Navigate to the Contacts section

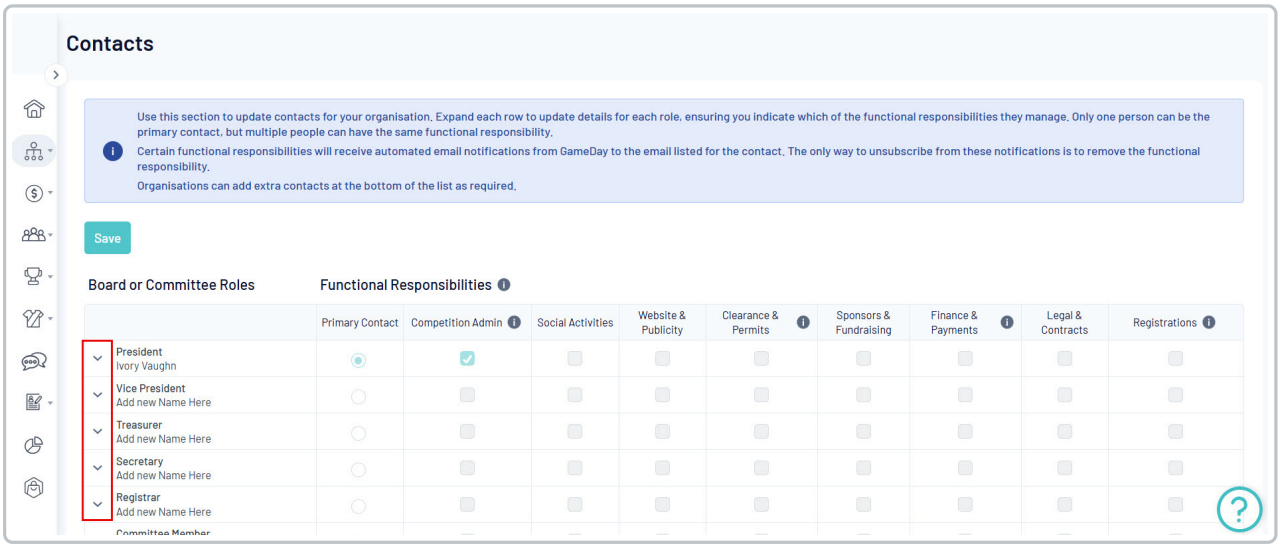
From your organisation dashboard, click **EDIT** next to the **Contacts** section.



Step 2: Select and expand the contact

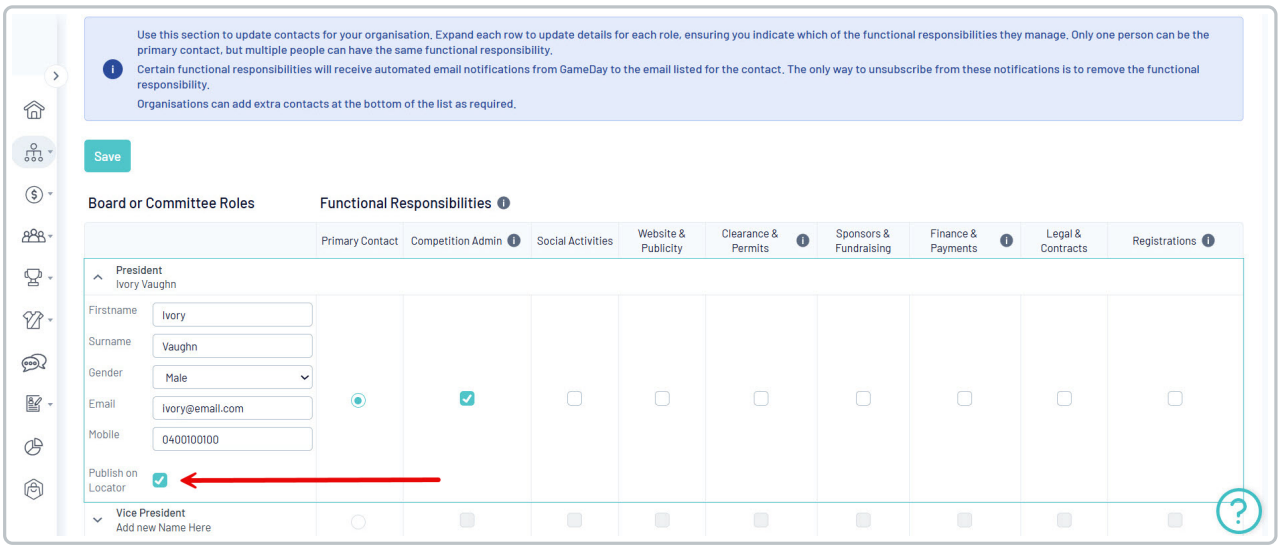
In the list of contacts, find the contact you wish to publish. Click the **down arrow** next to their name to expand their

details.



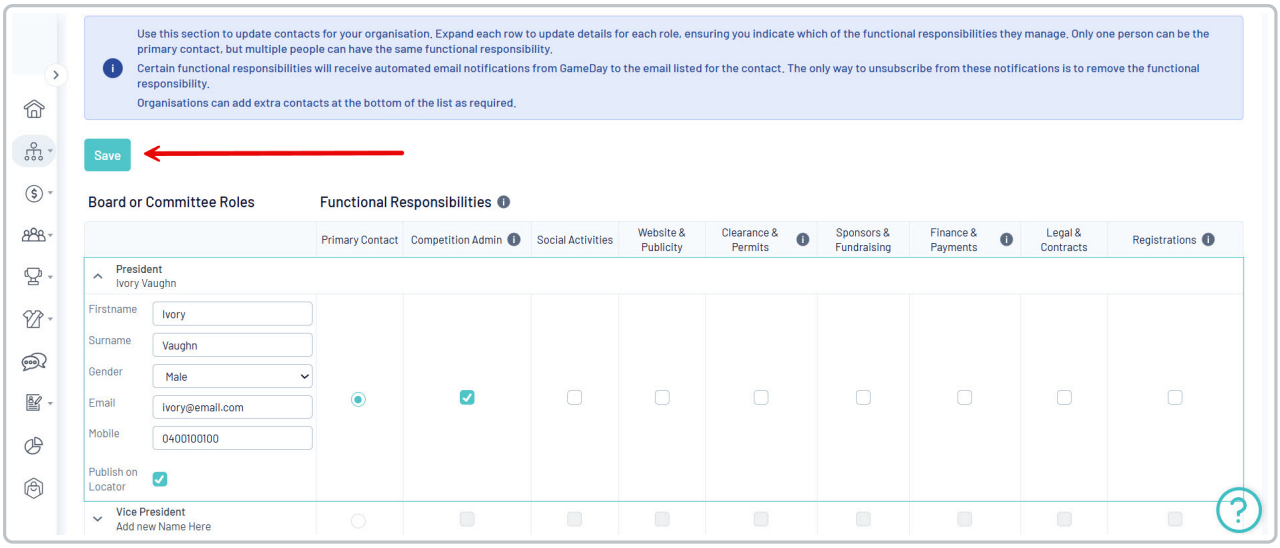
Step 3: Enable the 'Publish on Locator' option

Tick the **PUBLISH ON LOCATOR** checkbox.



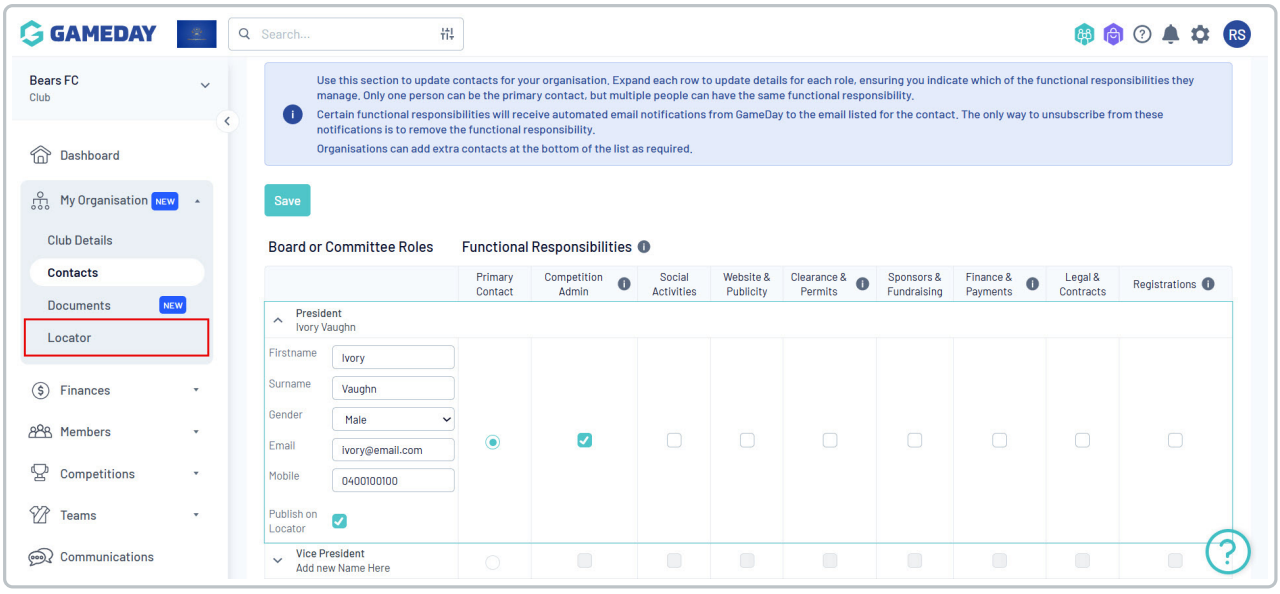
Step 4: Save your changes

Click **SAVE** at the top of the page to confirm your changes.

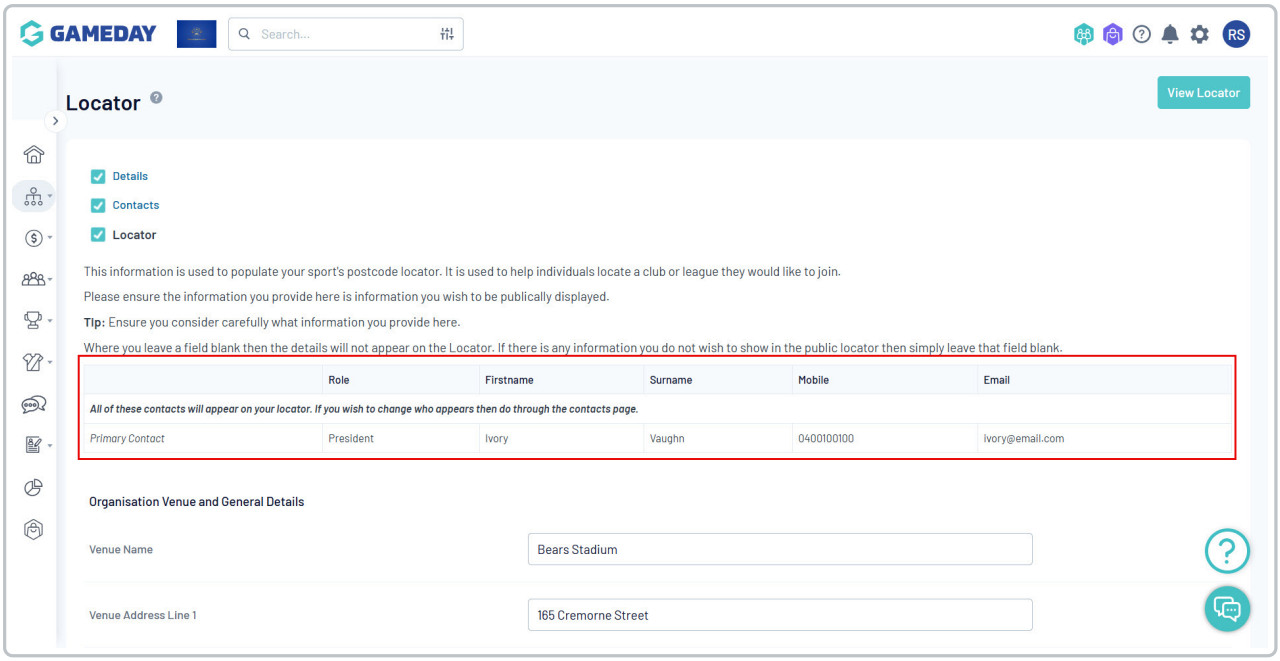


Step 5: Check Your Locator

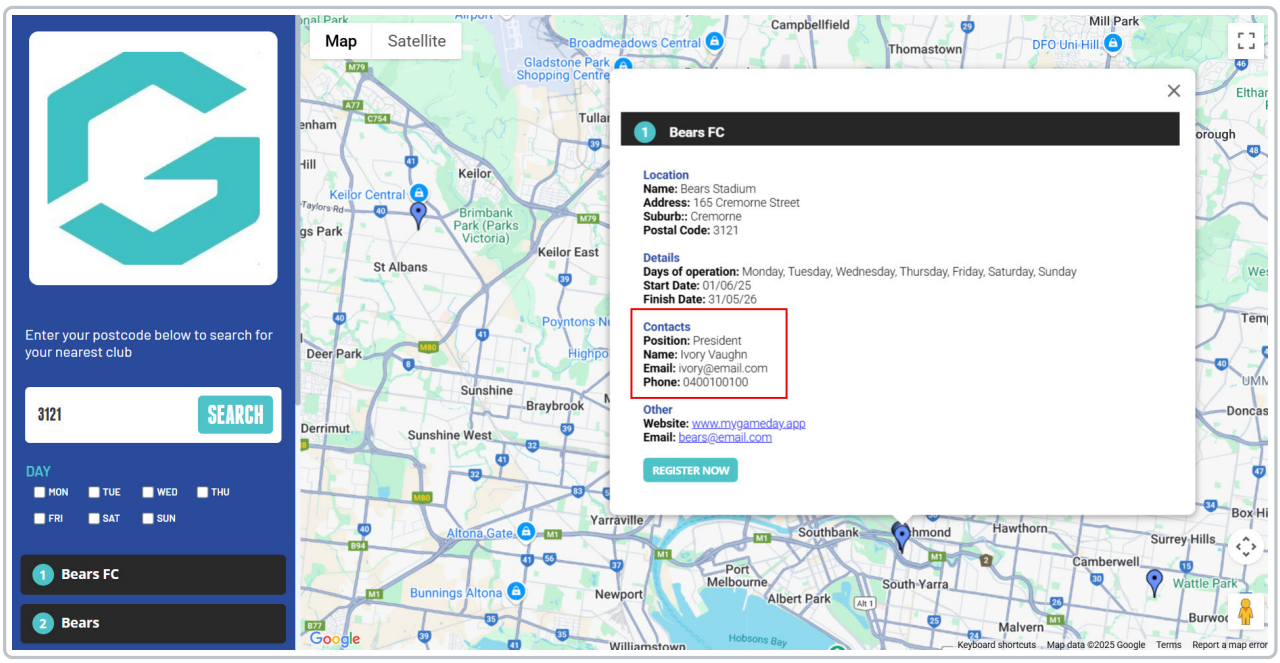
Go to **My Organisation > LOCATOR**



You can now see which contacts are now published.



The selected contact's details will now appear when a user clicks on your organisation's name in the public locator.



Watch

Your browser does not support HTML5 video.