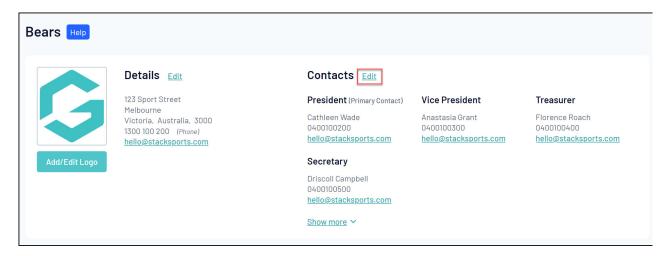
How do I enable contacts to appear on my Locator?

13/06/2025 12:50 pm AEST

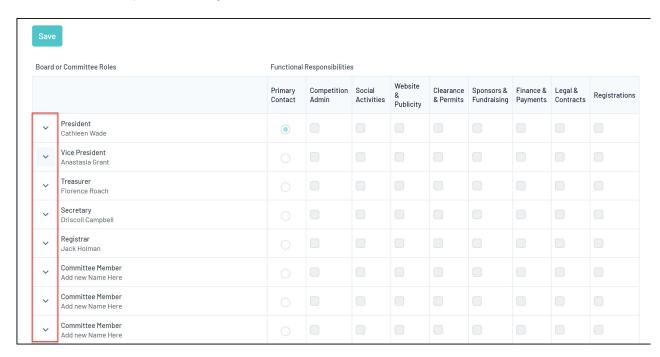
When using the Locator feature through Passport, you can enable any of your existing Organisation Contacts to appear along with their contact details when members check your organisation on your sport's locator.

To enable Contacts to appear on your locator:

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



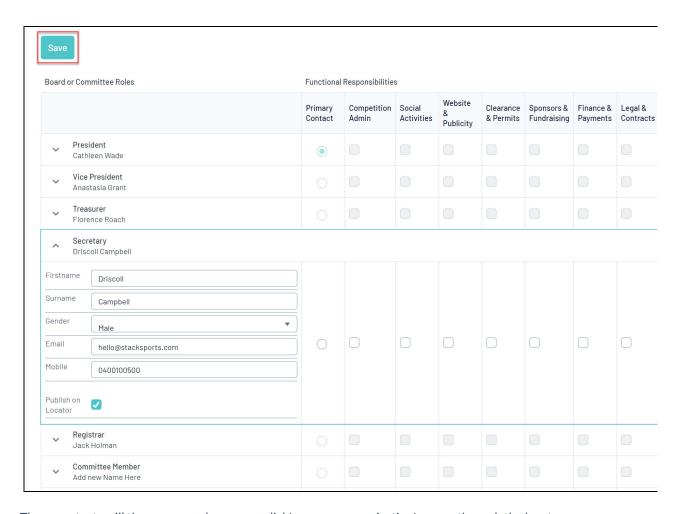
2. Use the arrow to expand an existing contact



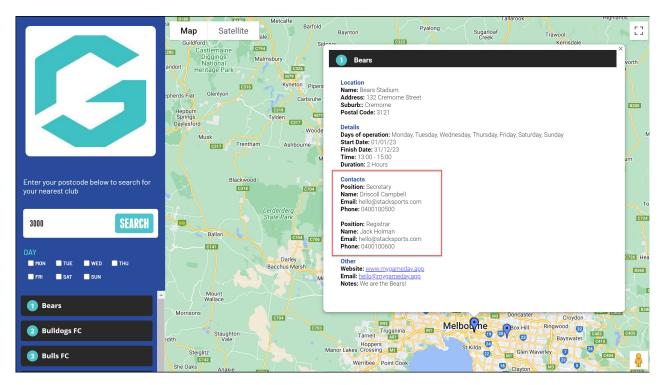
3. Tick the PUBLISH ON LOCATOR checkbox

Board or Committee Roles		Functional Responsibilities								
		Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contrac	
President Cathleen Wade		•								
Vice President Anastasia Grant										
Treasurer Florence Roach										
	etary coll Campbell									
Firstname	Driscoll									
Surname	Campbell									
Gender	Male									
Email	hello@stacksports.com	0								
Mobile	0400100500									
Publish on Locator										
- Regi	strar Holman	0								

4. Click **SAVE**



These contacts will then appear when a user click's on your organisation's name through the locator.



You can also see a record of which contacts are configured to publish on your locator by going to **Registrations** > **LOCATOR** in your Passport database.

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.											
Secretary	Driscoll	Campbell	0400100500	hello@stacksports.com							
Registrar	Jack	Holman	0400100600	hello@stacksports.com							
Organisation Venue and General Details Venue Name Bears Stadium											
Venue Address Line 1		132 Cremorn	e Street								