



How do I enable contacts to appear on my Locator?


Last Modified on 15/11/2023 3:49 pm AEDT

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

Bears Help



[Add/Edit Logo](#)

Details [Edit](#)

123 Sport Street
Melbourne
Victoria, Australia, 3000
1300 100 200 (Phone)
hello@stacksports.com

Contacts [Edit](#)

President (Primary Contact)

Cathleen Wade
0400100200
hello@stacksports.com

Vice President

Anastasia Grant
0400100300
hello@stacksports.com

Treasurer

Florence Roach
0400100400
hello@stacksports.com

Secretary

Driscoll Campbell
0400100500
hello@stacksports.com

[Show more](#) ▾

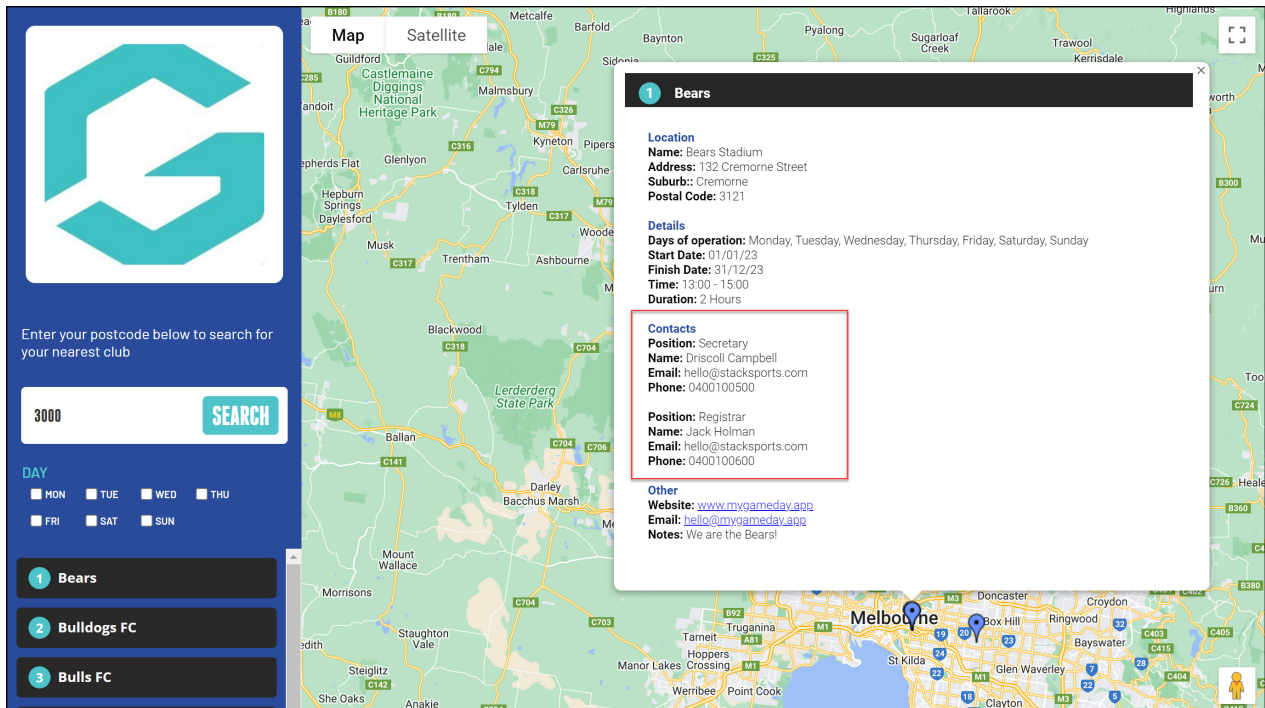
2. Use the arrow to expand an existing contact

[Save](#)

Board or Committee Roles	Functional Responsibilities								
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<div style="border: 1px solid red; padding: 2px;"> ▾ President Cathleen Wade </div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid red; padding: 2px;"> ▾ Vice President Anastasia Grant </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid red; padding: 2px;"> ▾ Treasurer Florence Roach </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid red; padding: 2px;"> ▾ Secretary Driscoll Campbell </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid red; padding: 2px;"> ▾ Registrar Jack Holman </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid red; padding: 2px;"> ▾ Committee Member Add new Name Here </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid red; padding: 2px;"> ▾ Committee Member Add new Name Here </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid red; padding: 2px;"> ▾ Committee Member Add new Name Here </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Tick the **PUBLISH ON LOCATOR** checkbox

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
<i>All of these contacts will appear on your locator. If you wish to change who appears then do through the contacts page.</i>				
Secretary	Driscoll	Campbell	0400100500	hello@stacksports.com
Registrar	Jack	Holman	0400100600	hello@stacksports.com

Organisation Venue and General Details

Venue Name

Venue Address Line 1