

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

Bears [Help](#)



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](#) ▾

[Add/Edit Logo](#)

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
▼ President Cathleen Wade	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Vice President Anastasia Grant	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Treasurer Florence Roach	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Secretary Driscoll Campbell	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Registrar Jack Holman	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Committee Member Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Committee Member Add new Name Here	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Committee Member Add new Name Here	<input type="radio"/>	<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

Save

Board or Committee Roles

Functional Responsibilities

	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts
<div> <div>▼</div> <div>President</div> <div>Cathleen Wade</div> </div>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div> <div>▼</div> <div>Vice President</div> <div>Anastasia Grant</div> </div>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div> <div>▼</div> <div>Treasurer</div> <div>Florence Roach</div> </div>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div> <div>^</div> <div>Secretary</div> <div>Driscoll Campbell</div> </div> <div> <div> <div>Firstname</div> <div>Driscoll</div> </div> <div> <div>Surname</div> <div>Campbell</div> </div> <div> <div>Gender</div> <div>Male</div> <div>▼</div> </div> <div> <div>Email</div> <div>hello@stacksports.com</div> </div> <div> <div>Mobile</div> <div>0400100500</div> </div> <div> <div>Publish on Locator</div> <div><input checked="" type="checkbox"/></div> </div> </div>								
<div> <div>▼</div> <div>Registrar</div> <div>Jack Holman</div> </div>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div> <div>▼</div> <div>Committee Member</div> <div>Add new Name Here</div> </div>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click **SAVE**

Save

Board or Committee Roles

Functional Responsibilities

	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">▼</div> <div>President Cathleen Wade</div> </div>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">▼</div> <div>Vice President Anastasia Grant</div> </div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">▼</div> <div>Treasurer Florence Roach</div> </div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">^</div> <div>Secretary Driscoll Campbell</div> </div> <div style="margin-top: 10px;"> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; border-bottom: 1px solid #ccc; padding: 2px 5px;">Firstname</div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Driscoll</div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; border-bottom: 1px solid #ccc; padding: 2px 5px;">Surname</div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Campbell</div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; border-bottom: 1px solid #ccc; padding: 2px 5px;">Gender</div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Male ▼</div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; border-bottom: 1px solid #ccc; padding: 2px 5px;">Email</div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">hello@stacksports.com</div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="width: 100px; border-bottom: 1px solid #ccc; padding: 2px 5px;">Mobile</div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">0400100500</div> </div> <div style="display: flex; margin-top: 10px;"> <div style="width: 100px; border-bottom: 1px solid #ccc; padding: 2px 5px;">Publish on Locator</div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;"><input checked="" type="checkbox"/></div> </div> </div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">▼</div> <div>Registrar Jack Holman</div> </div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">▼</div> <div>Committee Member Add new Name Here</div> </div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

G

Enter your postcode below to search for your nearest club

3000

SEARCH

DAY

☐ MON

☐ TUE

☐ WED

☐ THU

☐ FRI

☐ SAT

☐ SUN

1 Bears

2 Bulldogs FC

3 Bulls FC

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.app

Email: hello@mygameday.app

Notes: We are the Bears!

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 Cremorne Street