# 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.

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	Bears FC Get St	arted			
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#### 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.

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	Use this section to update contacts for your organisation. Expand each row to update details for each role, ensuring you indicate which of the functional responsibilities they manage. Only one person can be the primary contact, but multiple people can have the same functional responsibility																
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#### 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.

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## Step 5: Check Your Locator

## Go to My Organisation > LOCATOR

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You can now see which contacts are now published.

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<u></u>	All of these contacts will appear on your locator. If you wish to change who appears then do through the contacts page.									
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¢ ©	Organisation Venue and Gener	ral Details	Bears Stadi	um		?				
	Venue Address Line 1		165 Cremon	ne Street						

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.