How do I update my Organisation Details?

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Overview

The Organisation Details section is where you can store and manage basic contact information for a club or association, such as its postal address, phone number, and email. Adding this information is one of the first things you should do when setting up your team, club, or association in Passport.

Keeping these details current is especially useful as it helps the levels above, such as Associations, state bodies, and national bodies, communicate effectively with their clubs. Organisations can also add their website, email, phone, and social media links, which will then appear in the footer of all registration forms to make it easy for members and participants to contact the organisation.

Step-by-Step

Step 1:Open the Organisation Details

In the left-hand menu, open the **My Organisation** section, then click **Association/Club/Team Details** (depending on which level you are logged in at)

Step 2: Enter your organisation information

Enter the your organisation information into the fields, noting that fields marked with a red asterisk are compulsory.

Organisations have the option to add:
- Address Details
- Organisation Phone
- Organisation Email
- Website
- Social Media Links (Facebook, Instagram, TikTok, X, YouTube)
- Other business information including incorporation number and local government area

To modify, change the details in the boxes below. When you have finished, press the **'Update Information'** button.

Note: All boxes marked with a * must be filled in.

Name	Silverwood Sports Association
Active?	☑
External ID	
Postal Address Line 1*	165 Cremorne Street
Postal Address Line 2	
Postal Suburb*	Cremorne
Postal Code*	3121
State*	VIC
Country*	AUSTRALIA
Organisation Phone	0390001000
Organisation Fax	
Organisation Email	sophie@email.com
Website address	https:// www.mygameday.app
Incorporation Number	123456789
Business Number	1234567890
Colours	
Display Inactive Comps in Clash Resolution & Fixture Grid?	☐
Level	Both ▾
Local Government Area	City of Melbourne
Notes	

Allow Clubs to add/edit clearances	☑
Player Career Stats Template	Test Career Stats
Player Comp Stats Template	Player Comp Template
Team Match Stats Template	Test Team Match
Player Match Stats Template	Test Player Match
Time Zone	Australia/Melbourne
Opt Out Of National RegoForm Notifications	☐

Social Media Links

Facebook
https:// | https://www.facebook.com/GameDayStack/

Instagram
https:// | https://www.instagram.com/gamedaystack/?hl=en

TikTok
https:// |

X (formerly Twitter)
https:// | https://x.com/GameDayStack

Youtube
https:// | https://www.youtube.com/@GameDayStack

Update Information

ⓘ **Note**: Website, organisation email, organisation phone, and social media links will be displayed in the footer of all registration forms, facilitating easy contact options for members and participants.

Step 3: Save Changes

Click the **UPDATE INFORMATION** button to save the changes you have made.

Social Media Links

Facebook

https:// | https://www.facebook.com/GameDayStack/

Instagram

https:// | https://www.instagram.com/gamedaystack/?hl=en

TikTok

https:// |

X (formerly Twitter)

https:// | https://x.com/GameDayStack

Youtube

https:// | https://www.youtube.com/@GameDayStack

Update Information