How do I add Organisation Contacts to my database?

16/06/2025 11:42 am AEST

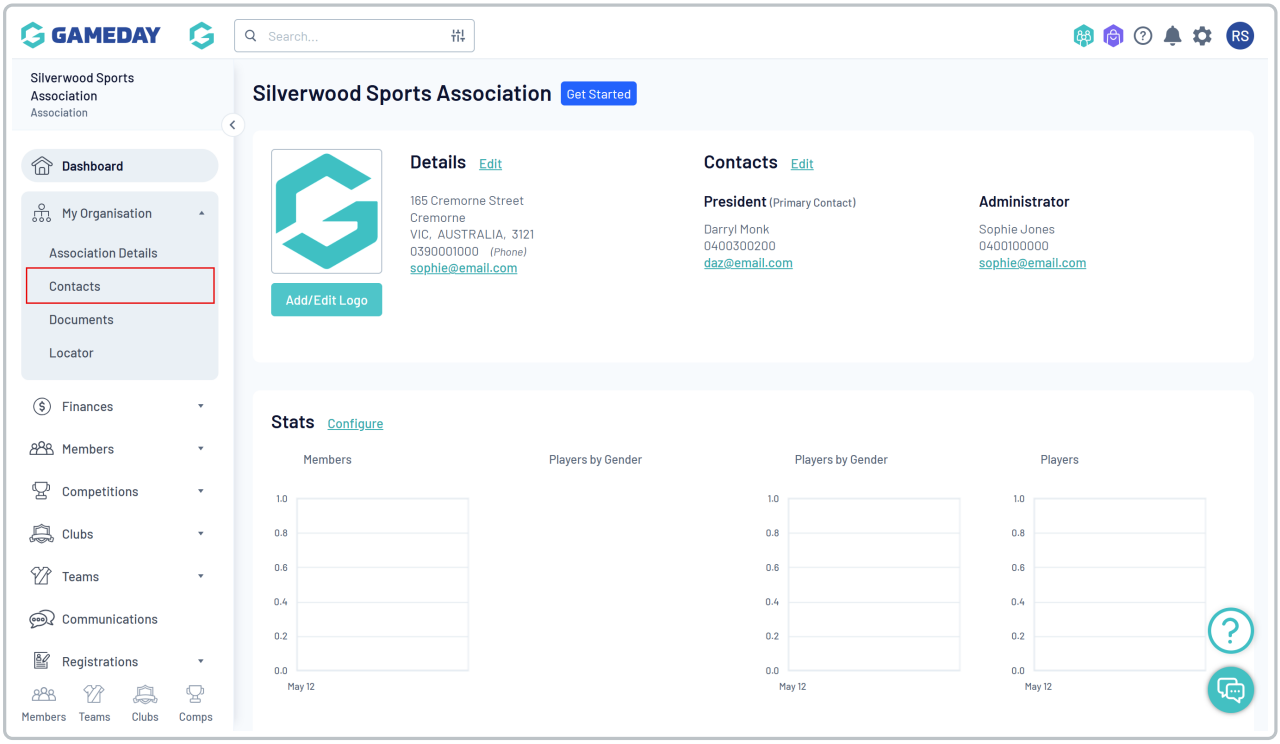
Overview

In the Organisation Contacts section of each Passport database, you can enter details for key contacts and stakeholders within your organisation, such as committee members, administrators, or any other custom role you may want to record. Doing so aids in notifying these contacts of updates to registrations, payments, clearances, and publishing contact details to your sport's Locator.

Step-by-Step

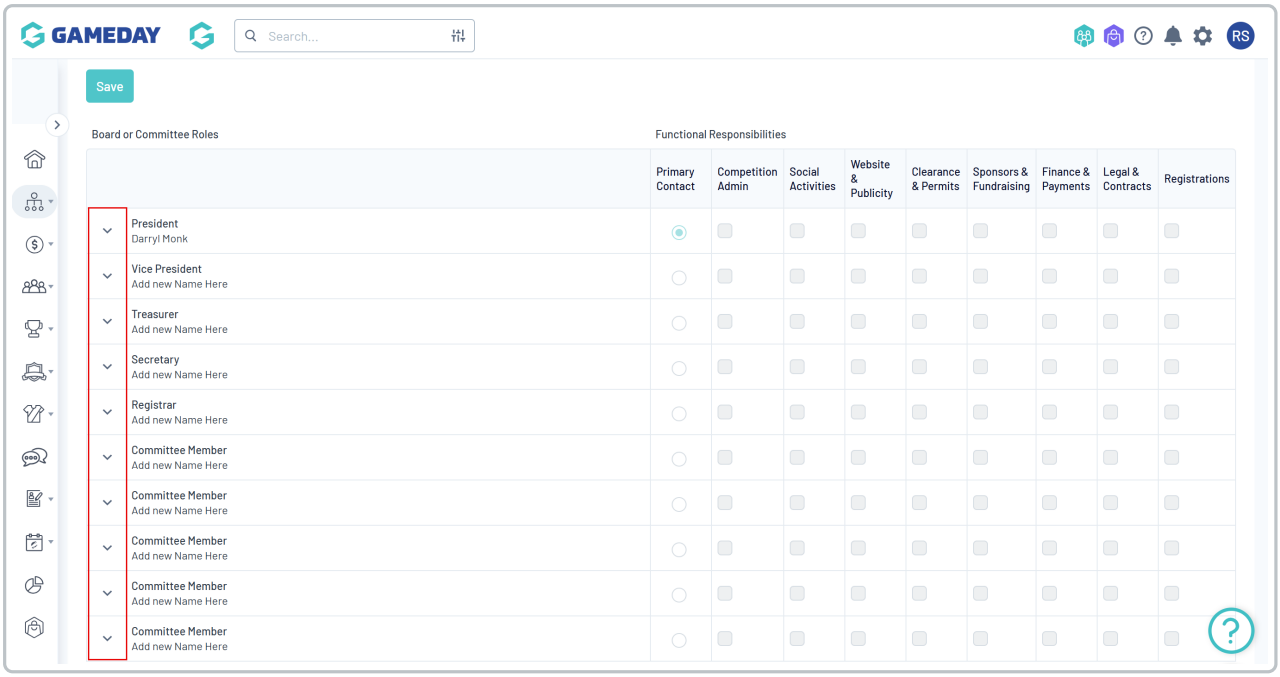
Step 1: Open your Contacts page

In the left-hand menu, open the **My Organisation** section, then click **CONTACTS**



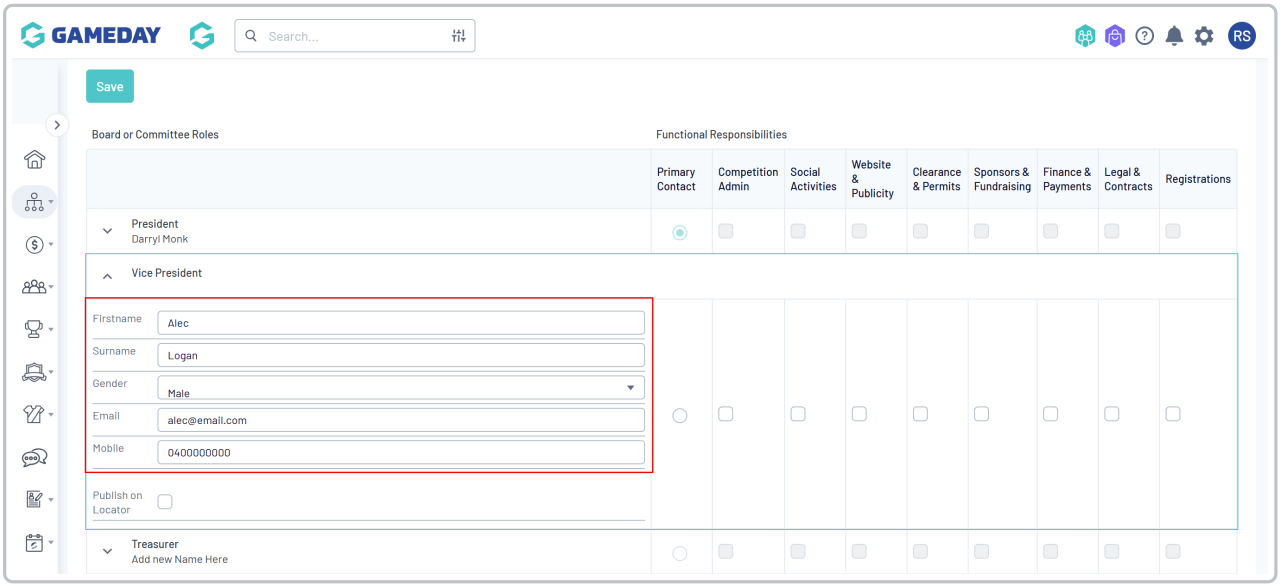
Step 2: Expand any of the contact roles

To add a pre-defined contact, such as a board or committee member, click the**EXPAND** arrow next to the relevant role



Step 3: Enter the new contact's details

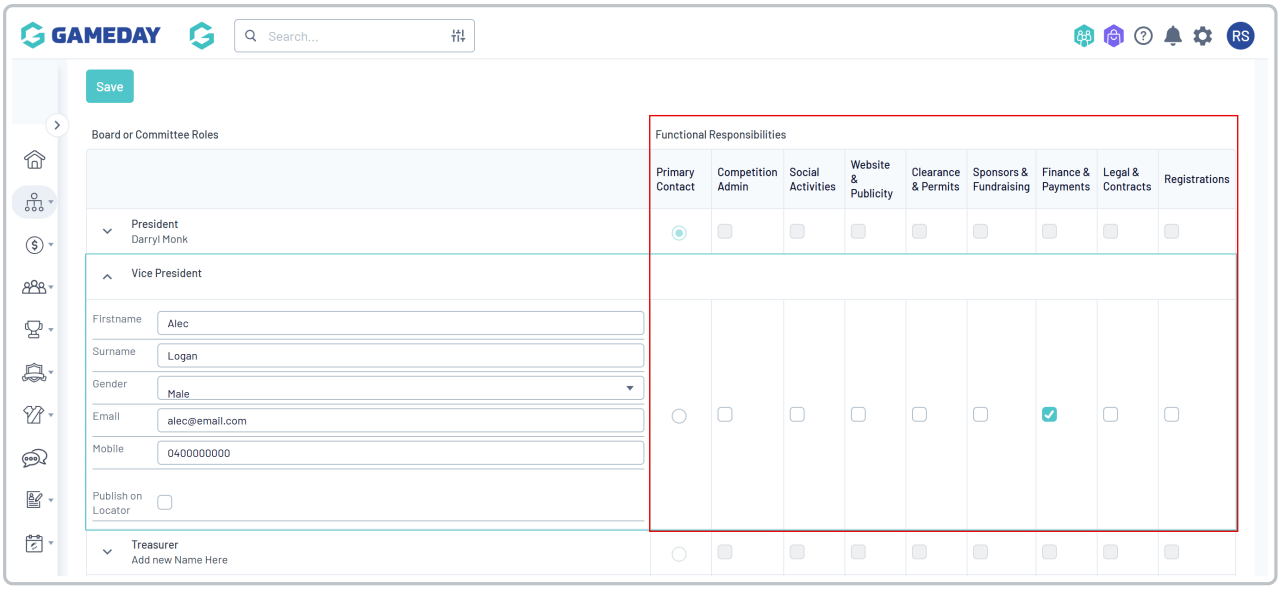
Enter the applicable contact details, including name, email and mobile number



Step 4: Assign Functional Responsibilities to the contact

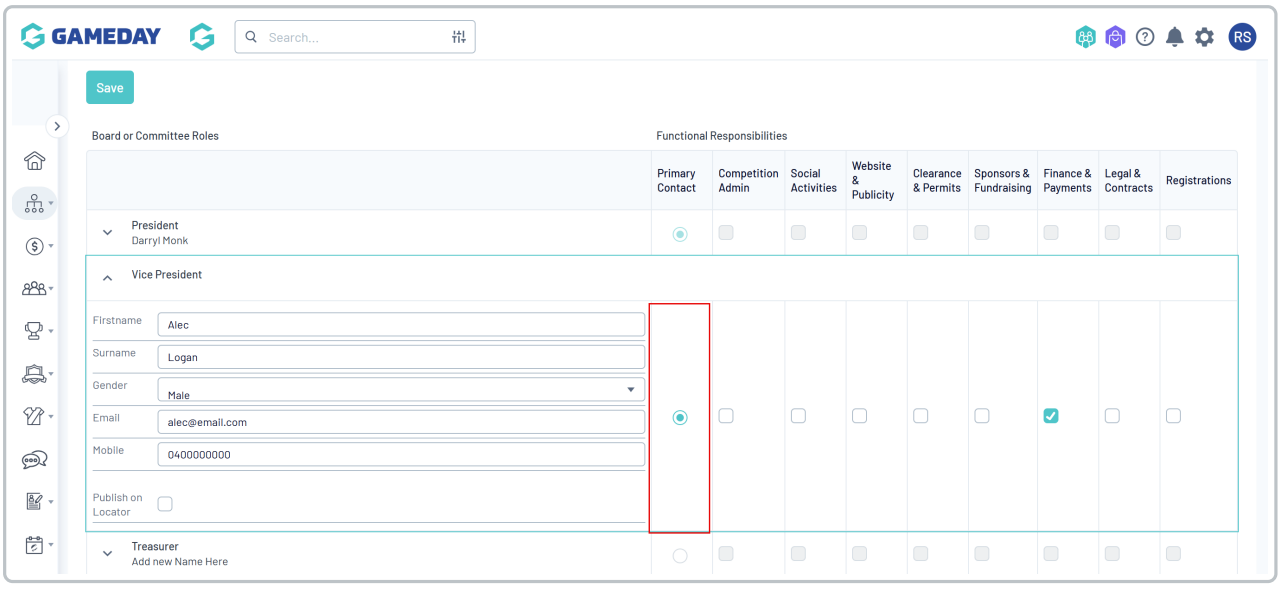
If relevant for this contact, tick any of the boxes in the **Functional Responsibilities** section. This can grant certain functional permissions to the contact. Functionality Responsibilities include:

- New registration or renewal notifications can be sent to contacts with the **Registrations** option ticked
- Payment advices from transactions processed through registration forms can be sent to contacts with the **Finance & Payments** option selected
- Clearance notifications can be sent to contacts with the **Clearance & Permits** option selected

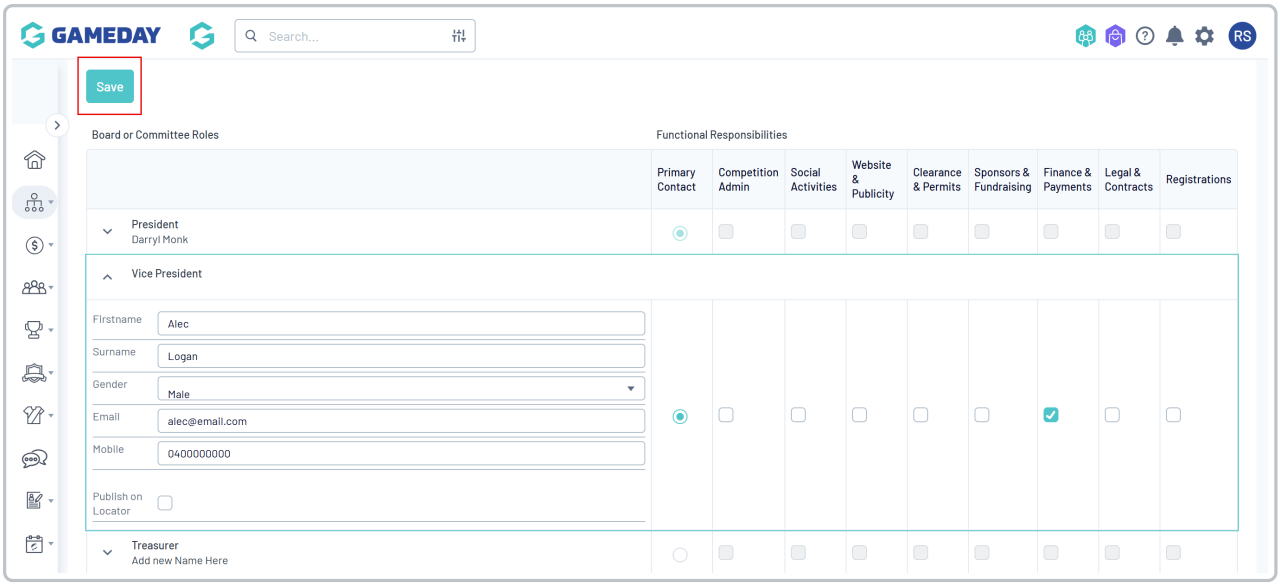


Step 5: Assign Primary Contact (optional)

If you don't already have one, designate a primary contact by selecting the **Primary Contact** option. This member will appear first in your organisation's Locator search results and is the default contact for GameDay



Click **SAVE** once you're done



Watch

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