

How do I add Organisation Contacts to my database?

28/05/2025 3:45 pm 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**

The screenshot displays the GAMEDAY interface for the Silverwood Sports Association. The left-hand navigation menu is expanded, showing the 'My Organisation' section with 'Contacts' highlighted. The main content area is titled 'Silverwood Sports Association' and includes a 'Get Started' button. It features a profile card with the association's logo, address (165 Cremorne Street, Cremorne VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). Below this is an 'Add/Edit Logo' button. To the right, the 'Contacts' section lists two roles: 'President (Primary Contact)' (Darryl Monk, 0400300200, daz@email.com) and 'Administrator' (Sophie Jones, 0400100000, sophie@email.com). At the bottom, the 'Stats' section shows four empty charts: 'Members', 'Players by Gender', 'Players by Gender', and 'Players'. The interface includes a search bar at the top, a user profile icon (RS), and a help icon (question mark) in the bottom right corner.

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

Save

Board or Committee Roles

	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<div>▼</div> <div>President</div> <div>Darryl Monk</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>▼</div> <div>Vice President</div> <div>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>▼</div> <div>Treasurer</div> <div>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>▼</div> <div>Secretary</div> <div>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>▼</div> <div>Registrar</div> <div>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>▼</div> <div>Committee Member</div> <div>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>▼</div> <div>Committee Member</div> <div>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>▼</div> <div>Committee Member</div> <div>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>▼</div> <div>Committee Member</div> <div>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>▼</div> <div>Committee Member</div> <div>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"/>

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Step 3: Enter the new contact's details

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

Save

Board or Committee Roles

	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<div>▼</div> <div>President</div> <div>Darryl Monk</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>▲</div> <div>Vice President</div> <div> <div> <div>Firstname</div> <div>Alec</div> </div> <div> <div>Surname</div> <div>Logan</div> </div> <div> <div>Gender</div> <div>Male</div> </div> <div> <div>Email</div> <div>alec@email.com</div> </div> <div> <div>Mobile</div> <div>0400000000</div> </div> <div> <div>Publish on Locator</div> <div><input type="checkbox"/></div> </div> </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"/>	
<div>▼</div> <div>Treasurer</div> <div>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"/>

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. For example, ticking the 'Finance & Payments' option allows them to receive email updates on any new payment advices

Save

Board or Committee Roles

President
Darryl Monk

Vice President

Firstname

Alec

Surname

Logan

Gender

Male

Email

alec@email.com

Mobile

0400000000

Publish on Locator

☐

Treasurer
Add new Name Here

Functional Responsibilities

Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<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"/>
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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"/>

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

Save

Board or Committee Roles

President
Darryl Monk

Vice President

Firstname

Alec

Surname

Logan

Gender

Male

Email

alec@email.com

Mobile

0400000000

Publish on Locator

☐

Treasurer
Add new Name Here

Functional Responsibilities

Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<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"/>
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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"/>

Click **SAVE** once you're done



Board or Committee Roles

Functional Responsibilities

[illegible]