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

| GAMEDAY | Q Search | tt‡ | | 🛞 🎯 🤹 | 🗘 RS |
|---|-----------------|---|--|-------------------------------|------------|
| Silverwood Sports Association Association | Silverwood Sp | oorts Association Get Started | | | |
| Dashboard | | Details Edit | Contacts Edit | | |
| My Organisation | | 165 Cremorne Street Cremorne VIC, AUSTRALIA, 3121 | President (Primary Contact) Darryl Monk 0400300200 | Administrator Sophie Jones | |
| Association Details Contacts | Add/Edit Logo | US90001000 (Phone) sophie@email.com | daz@email.com | sophie@email.com | |
| Documents | | | | | |
| Locator | | | | | |
| (\$) Finances | Stats Configure | | | | |
| <u>ዳዋ</u> ዳ Members | Members | Players by Gender | Players by Gender | Players | |
| ♀ Competitions | 1.0 | | 1.0 | 1.0 | |
| 🚉 Clubs | • 0.8 | | 0.8 | 0.8 | |
| 🖓 Teams | 0.6 | | 0.6 | 0.6 | |
| 🙊 Communications | 0.4 | | 0.2 | 0.2 | \bigcirc |
| Registrations | 0.0 h May 12 | | 0.0 May 12 | 0.0 May 12 | |
| Members Teams Clubs Com | ips | | | | |

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

| Ģ GA | ME | DAY 🗯 Q Search # | | | | | | | (#) | 1 | 🌲 🌣 🔊 | | |
|----------------|-------|---------------------------------------|-----------------------------|----------------------|----------------------|---------------------------|------------------------|---------------------------|-----------------------|----------------------|---------------|--|--|
| | Save | 3 | | | | | | | | | | | |
| > | Board | or Committee Roles | Functional Responsibilities | | | | | | | | | | |
| | | | Primary Contact | Competition Admin | Social Activities | Website & Publicity | Clearance & Permits | Sponsors & Fundraising | Finance & Payments | Legal & Contracts | Registrations | | |
| °°°° (\$) ▼ | ~ | President Darryl Monk | ۲ | | | | | | | | | | |
| 288 - | ~ | Vice President Add new Name Here | | | | | | | | | | | |
| ç. | ~ | Treasurer Add new Name Here | | | | | | | | | | | |
| <u>,</u> , | ~ | Secretary Add new Name Here | | | | | | | | | | | |
| 12 - | ~ | Registrar Add new Name Here | | | | | | | | | | | |
| | ~ | Committee Member Add new Name Here | | | | | | | | | | | |
| * | ~ | Committee Member Add new Name Here | | | | | | | | | | | |
| ••• • | ~ | Committee Member Add new Name Here | | | | | | | | | | | |
| Ø | ~ | Committee Member Add new Name Here | | | | | | | | | | | |
| Ô | ~ | Committee Member Add new Name Here | | | | | | | | | • (?) | | |

Step 3: Enter the new contact's details

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

| 🤤 GA | MEDAY | ✓ C Search ₩ | | | | | | | (#) | 1 | * ¢ (|
|------------|----------------------|----------------------|--------------------|----------------------|----------------------|---------------------------|------------------------|---------------------------|-----------------------|----------------------|---------------|
| > | Save Board or Com | mittee Roles | Functional | Responsibilitie | 25 | | | | | | |
| ش | | | Primary Contact | Competition Admin | Social Activities | Website & Publicity | Clearance & Permits | Sponsors & Fundraising | Finance & Payments | Legal & Contracts | Registrations |
| \$ • | ✓ Presi Darry | dent Monk | ۲ | | | | | | | | |
| ° 88 - | ∧ Vice | President | | | | | | | | | |
| 2. | Firstname | Alec | | | | | | | | | |
| ≈ı _ | Surname | Logan | | | | | | | | | |
| ₹, | Gender | Male | · | | | | | | | | |
| 2- | Email | alec@email.com | | | | | | | | | |
| N | Mobile | 040000000 | | | | | | | | | |
| 32 - | Publish on Locator | | _ | | | | | | | | |
| °-0 ≶ ▼ | ✓ Treas Add r | urer ew Name Here | | | | | | | | | |

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

| Ġ GA | MEDAY 🗯 Q Search | | | | | | | (#) | 1 | 🌲 🌣 🦻 | | |
|---------------|----------------------------------|-----------------------------|----------------------|----------------------|---------------------------|------------------------|---------------------------|-----------------------|----------------------|---------------|--|--|
| | Save | | | | | | | | | | | |
| \rightarrow | Board or Committee Roles | Functional Responsibilities | | | | | | | | | | |
| | | Primary Contact | Competition Admin | Social Activities | Website & Publicity | Clearance & Permits | Sponsors & Fundraising | Finance & Payments | Legal & Contracts | Registrations | | |
| \$ - | ✓ President Darryl Monk | ۲ | | | | | | | | | | |
| 88.∞ | Vice President | | | | | | | | | | | |
| 2. | Firstname Alec | | | | | | | | | | | |
| 4 | Surname Logan | | | | | | | | | | | |
| æ | Gender Male 🔹 | | | | | | | | | | | |
| 7 - | Email alec@email.com | 0 | | | | | | | | | | |
| 2 | Mobile 0400000000 | | | | | | | | | | | |
| - - | Publish on Locator | | | | | | | | | | | |
| <u>₹</u> * | V Treasurer Add new Name Here | 0 | | | | | | | | | | |

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

| Ġ GA | MEDAY | 🗸 💪 Q Search | ††‡ | | | | | | | | (#) | 6 | ≜ ≎ (|
|------------|-----------------------|------------------------|-----|---|----------------------------------|---|---------------------------|---------------------------|------------------------|---------------------------|-----------------------|----------------------|---------------|
| | Save | | | | | | | | | | | | |
| ش ش۰ | Board or Com | mittee Roles | | | Functional Primary Contact | Responsibilitie Competition Admin | s Social Activities | Website & Publicity | Clearance & Permits | Sponsors & Fundraising | Finance & Payments | Legal & Contracts | Registrations |
| \$) • | ✓ Presi Darry | dent I Monk | | | ۲ | | | | | | | | |
| - | ∧ Vice | President | | | | | | | | | | | |
| 3. | Firstname | Alec | | | | | | | | | | | |
| ۹. | Surname | Logan | | | | | | | | | | | |
| \$ | Gender | Male | | • | | | | | | | | | |
| } - | Email | alec@email.com | | | ۲ | | | | | | | | |
| 2 | Mobile | 040000000 | | | | | | | | | | | |
| - | Publish on Locator | | | | | | | | | | | | |
|) - | V Treas | surer new Name Here | | | 0 | | | | | | | | |

Click **SAVE** once you're done

| Ġ GA | MEDAY 💪 Q Search 🚻 | | | | | | | (#) | 6 | \$ | |
|--------------|------------------------------------|-----------------------------|----------------------|----------------------|---------------------------|------------------------|---------------------------|-----------------------|----------------------|---------------|--|
| | Save | | | | | | | | | | |
| \mathbf{O} | Board or Committee Roles | Functional Responsibilities | | | | | | | | | |
| @ ₼• | | Primary Contact | Competition Admin | Social Activities | Website & Publicity | Clearance & Permits | Sponsors & Fundraising | Finance & Payments | Legal & Contracts | Registrations | |
| \$) • | President Darryl Monk | ۲ | | | | | | | | | |
| <u> -</u> | Vice President | | | | | | | | | | |
| }• - | Firstname Alec | | | | | | | | | | |
| a | Surname Logan | | | | | | | | | | |
| 5. | Gender Male 🗸 | | | | | | | | | | |
| · + | Email alec@email.com | ۲ | | | | | | | | | |
| 2 | Mobile 040000000 | | | | | | | | | | |
| ~ | Publish on Locator | | | | | | | | | | |
| • | V Treasurer Add new Name Here | 0 | | | | | | | | | |

Watch

Your browser does not support HTML5 video.