


Organisation Details & Contacts

Prerequisites:

- Organisation has been created
- System setups
- Data check

Checking Organisation details

Go to your home page, click on the drop down key [next to your association/league/club name at top right hand corner]. 

Click on Organisation Details 

Organisation

- Organisation Details
- Office Bearers
- Honour Board
- Contacts for Parent Organisations
- Notification Subscribers List

Check the details are correct and once changes have been made or not you still need to click '**Update**'

NOTE : This page provides a list of the child organisations [clubs] affiliated to your organisation [associations / leagues]. You are able to access clubs to maintain and control some of the information relating to those clubs. However, to add or remove an organisation from the list, please contact Netball Victoria Member Services. mynetball@netballvic.com.au.

Links available from this page are :

- **Email** – access to the page to enable sending of email to all child organisation on the list.
- **Logos** – if a logo has been uploaded for the club it is displayed here. Logos can be uploaded via the Entity Details page accessible via the actions dropdown – edit details.
- **Contacts** – primary contact nominated by each club. This list of contacts can be used to email, sending SMS, and may optionally be listed in the PDF fixture/handbook. While each individual club should have the responsibility of updating this information, associations/leagues can also do this by clicking the **Edit** link. By default, the number of contacts only is displayed, but the names can be displayed by checking the **List Contact Names** checkbox.

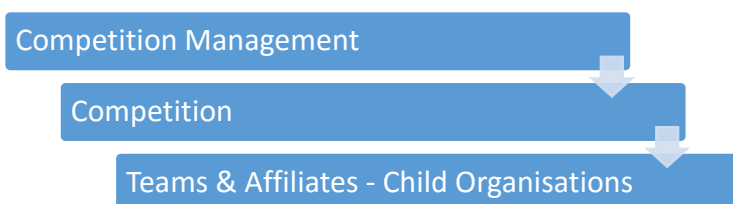
Change the child organisation display name



This page provides a list of the child organisation affiliated to the current organisation, and easy to access to maintain and control some of the information relating to those organisations.

- **Display name** – This is how the name will be displayed in fixtures and ladders
- **Media name** – This is how the name will be displayed in media reports [ie, match extracts]. Names may be abbreviated here to save space in the media reports. For example, South Yarra could be specified as ‘SY’. This does not affect how names are displayed elsewhere on the public or administration sites. The display name and media names can also be set at the team level via the Maintain team settings page, for example if a club has more than one team in a grade it can be changed accordingly. If names are not set at the team level, the names set here will apply for all teams for that club. To update names, click the Update Club Names button, which will update all organisation that are currently displaying on the page. Any changes must be saved before moving to another page of organisations.
- **Administer organisations** – access the administration menu for clubs
- **User Maintenance** – access the user list to enable maintenance of the list
- **Send emails** – similar to Email all Child organisations above, except allows email to one particular organisation.

Creating contact lists for your Affiliated Clubs



- Select the correct child organisation and click ‘edit’
- Click on ‘add a new designated contact’
- Choose the contact from the drop down list you want to add in as an office bearer
- Tick the communication methods and click ‘update all changes’

Samantha Hales ▾ Victorian Baptist CC & AC Netball Association Inc. ▾

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Child Organizations (Affiliates)

[Help on this topic](#)

[Child Organisations](#) | [Entity Teams](#)

Other organisations (such as clubs), must be affiliated before you can allocate them to a grade (which creates a team). The list of affiliated organisations is known as 'Child Organisations'. See the help file for more information.

Victorian Baptist CC & AC Netball Association Inc.

Email all Child Organisations
 Filter

List Contact Names

Total Records: 7

| Organisation | Contacts | Team names | Actions |
|---|-----------------------|--|--|
| Aberfeldie Baptist Netball Club | Edit... 1 contacts | Display <input type="text" value="Aberfeldie"/> Media <input type="text" value="Aberfeldie"/> | <input type="button" value="Select..."/> <input type="button" value="Go"/> |
| No Logo Our Lady of the Nativity Netball Club | Edit... 1 contacts | Display <input type="text" value="OLN"/> Media <input type="text" value="OLN"/> | <input type="button" value="Select..."/> <input type="button" value="Go"/> |
| St Johns Netball Club | Edit... 1 contacts | Display <input type="text" value="St Johns"/> Media <input type="text" value="St Johns"/> | <input type="button" value="Select..."/> <input type="button" value="Go"/> |

Office Bearers

Title:

Include records with NO ROLES (i.e. inactive records)

Current Person:

Contact Details: Display Email address Contact Number:

- Click on the paper icon
- Enter the Title i.e. Secretary, President etc
- In "Current Person" select the name from the drop down list. If the name doesn't appear, try ticking the NO ROLE box
- Tick to display the contact email on public site (optional)

Select the number to display on public sites or select 'Do not display'. Click OK.

To delete or edit an office bearer click on the title

To confirm the changes, click OK

Click on 'Apply changes' to update on the website. These details will be shown on the public portal as well as the association website.