

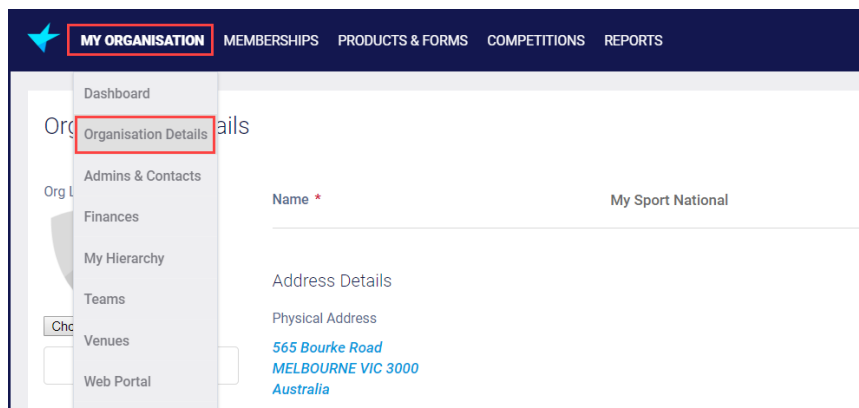


## How do I add my website details?

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If your organisation has a website and you would like those details to appear on your invoices, you can add the website URL to your organisation details.

Hover over **My Organisation** and select **Organisation Details**.



You may need to scroll down.


Click in the field and enter your website details.

A screenshot of the 'Organisation Details' form. The form is titled 'Organisation Details' and includes an 'Org Logo' section with a 'Choose File' button and an 'Upload' button. The form is divided into several sections: 'Name' (My First Club), 'Address Details' (Physical Address, Mailing Address), 'Contact Details' (Phone, Email, Primary Contact), 'Other Details' (Incorporation Number, Business Number, Local Government Area), 'Type' (Club), 'Parent Organisation' (My First Association), 'Status' (Active), 'Website' (https://sportstg.com, highlighted with a red box), 'Organisation Alias' (MC1), 'Primary Home Venue', and 'Secondary Home Venue'. The footer contains the text '© Copyright 2019 SportsTO. All rights reserved.'

When you're done, click Save.

Organisation Details

Org Logo



Choose File | No file chosen

Upload

Name \*

My First Club

Address Details

Physical Address

Mailing Address

Save

Cancel

### Related Articles

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