

How do I create a new organisation? Last Modified on 17/05/2023 4:58 pm AEST

As an administrator within an organisational hierarchy, you can create new organisations on an individual basis into that hierarchy directly through GameDay.

Note: If you are at the lowest level of your hierarchy, this option will not be available to you.

To create a new organisation:

1. In the left-hand menu, click **My Organisation** > **MY HIERARCHY**.

GAMEDAY	
Dashboard	
My Organisation	•
Organisation Details	
Admins & Contacts	
My Hierarchy	
Settings	
Finances	•
Members	•
Membership Forms	•
Products & Questions	
Promotions	NEW
Events	•
Reports	

2. Click **CREATE ORGANISATION.**

My Hierarchy			
Organisations	Hierarchy View BETA		
Create Organisatio	n	Active All Organisation Types C Search Organisations	•

3. Complete any required information. When you are creating an organisation, you can enter the following information:

- Organisation Name
- **Organisation Type**: The sport-specific type of organisation you are creating. Whilst terminology may differ, common organisation types are Associations, Clubs or Centres.

- **An Organisation Logo**: This will appear in various other components of this organisation's database, including registration forms and event landing pages.
- A valid **Phone** number
- A valid Email Address
- The organisation's **Timezone**
- **Parent Organisation**: This will determine the primary vertical attachment of this organisation within the hierarchy.
- Organisation Address

4. Click **SAVE**.

Create Organisa	tion	×
Organisation Name *	GameDay Sports Club	
Type *	Club	
Org Logo	Change logo	
Phone *	AU +61 • 0400 100 200	
Email *	hello@mygameday.app	
Timezone *	GMT(+10:00) Australia/Melbourne	
Parent Organisation *	GameDay Training 🗸	
	Cancel	ave

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