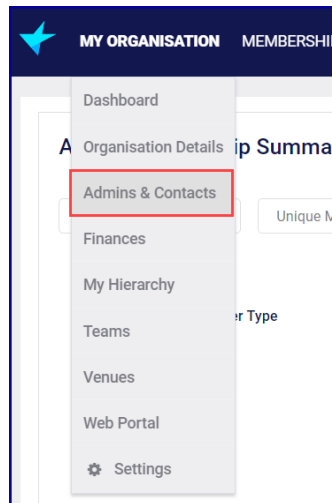


How do I add a primary contact for My Organisation?

Last Modified on 07/10/2019 3:22 pm AEDT

NOTE: Before you make someone a primary contact, they must already exist in Admins & Contacts.

Hover over **My Organisation** and select **Admins & Contacts**.



Click **Edit Row** at the end of the line you want to edit.

Admins & Contacts

[+ Create Contact](#) All Status

| FIRST NAME | LAST NAME | USERNAME | EMAIL * | MOBILE PHONE * | ROLE(S) * | IS PRIMARY | ADMIN STATUS | |
|------------|-----------|---------------|----------------------|----------------|--------------------------|--------------------------|--------------|--------------------------|
| Amy | | @sportstg.com | @sportstg.com | 0400111222 | Treasurer, Administrator | <input type="checkbox"/> | Active | EDIT ROW |
| John | Smith | | noreply@sportstg.com | 0444111666 | President, Administrator | <input type="checkbox"/> | Inactive | EDIT ROW |
| Mary | Jones | | noreply@sportstg.com | 0456789012 | Publicity Manager | <input type="checkbox"/> | Inactive | EDIT ROW |

Showing Rows 1-3 of 3

Check the box under the **Is Primary** column and click **Save**.

Admins & Contacts

[+ Create Contact](#) [Save](#) [Cancel](#)

All Status

| FIRST NAME | LAST NAME | USERNAME | EMAIL * | MOBILE PHONE * | ROLE(S) * | IS PRIMARY | ADMIN STATUS | |
|------------|-----------|---------------|----------------------|----------------|--------------------------|-------------------------------------|--------------|--------------------------|
| Amy | | @sportstg.com | @sportstg.com | 0400111222 | Treasurer, Administrator | <input type="checkbox"/> | Active | EDIT ROW |
| John | Smith | | noreply@sportstg.com | 0444111666 | President, Administrator | <input type="checkbox"/> | Inactive | EDIT ROW |
| Mary | Jones | | noreply@sportstg.com | 0456789111 | Publicity Manager | <input checked="" type="checkbox"/> | Inactive | EDIT ROW |

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