

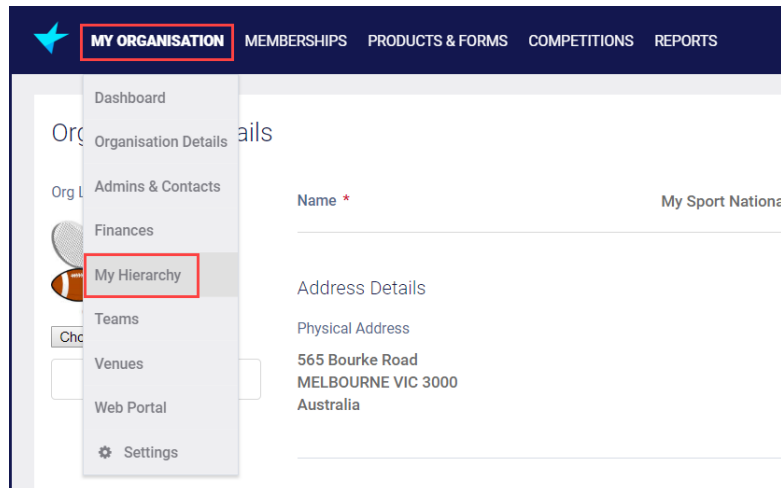


How do I add contacts to an Organisation I created?

Last Modified on 07/10/2019 12:11 pm AEDT

You can add contacts to any organisation to which you have access.

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







Find the organisation you to which you want to add a contact. Click on the name of the organisation.

My Hierarchy

Organisations Hierarchy View Configurations Permissions

+ Add New Organisation

ORG LOGO	ORGANISATION NAME *	TYPE	PARENT ORGANISATION	PHONE
	My First State	State	My Sport National	12345678
	My Second State	State	My Sport National	999888777
	My Sport National	National		0411111111
	My Third State	State	My Sport National	444555444

Show 10 Accounts Per Page Showing Rows 1-4 of 4

From the Contacts tab, click **Create Contact**.

My First State

Org Logo



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[Sub Organisations](#)
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[Awards](#)
[Infringements](#)
[Web Display Rules](#)

+


Create Contact

USERNAME	EMAIL *	MOBILE PHONE *	ROLE(S) *	COMPETITIONS	CLEARANCES
No Contacts to Display					

Enter the mandatory details, select roles, give permissions if required and clickSave.

My First State

Org Logo




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Create Contact

All Status

Search Contacts

FIRST NAME *	LAST NAME *	USERNAME	EMAIL *	MOBILE PHONE *	ROLE(S) *	COMPETITIONS	CLEARANCES	PAYMENTS	REGISTRATIONS	ADMIN STATUS
 John	Smith		noreply@sportstg.com	0444111666	President, Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive

Show

10

Contacts Per Page

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