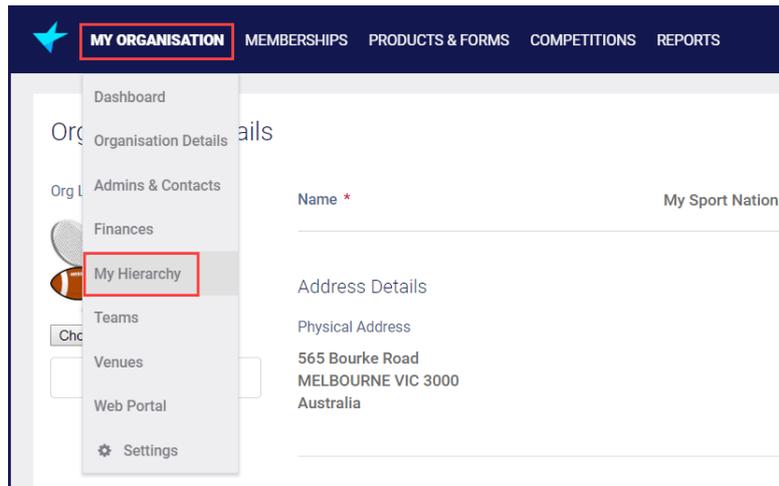


## How do I add contacts to an Organisation I created?

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

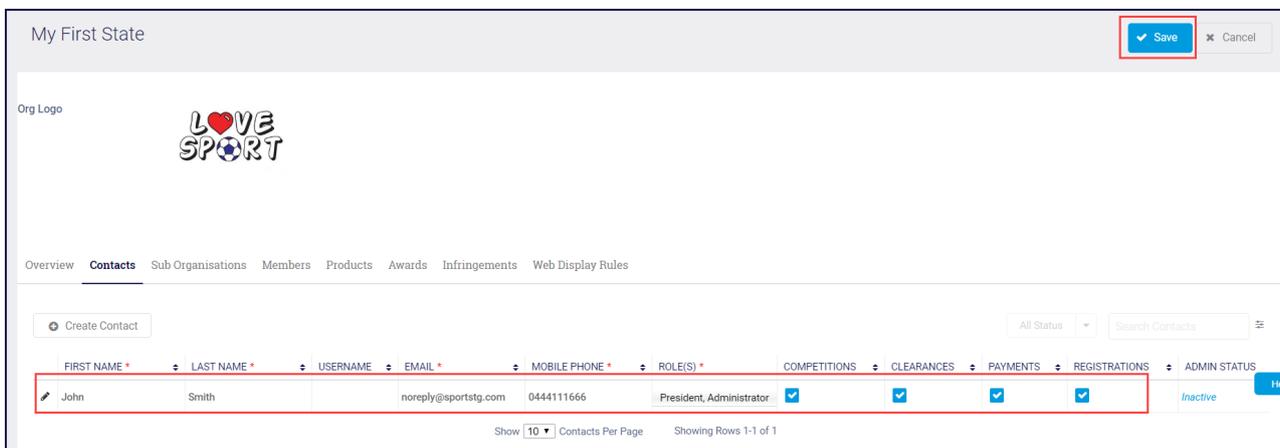
ORG LOGO	ORGANISATION NAME *	TYPE	PARENT ORGANISATION	PHONE
	My First State	State	My Sport National	12345678
	My Second State	State	My Sport National	999888777
	My Sport National	National		0411111111
	My Third State	State	My Sport National	444555444

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

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



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



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