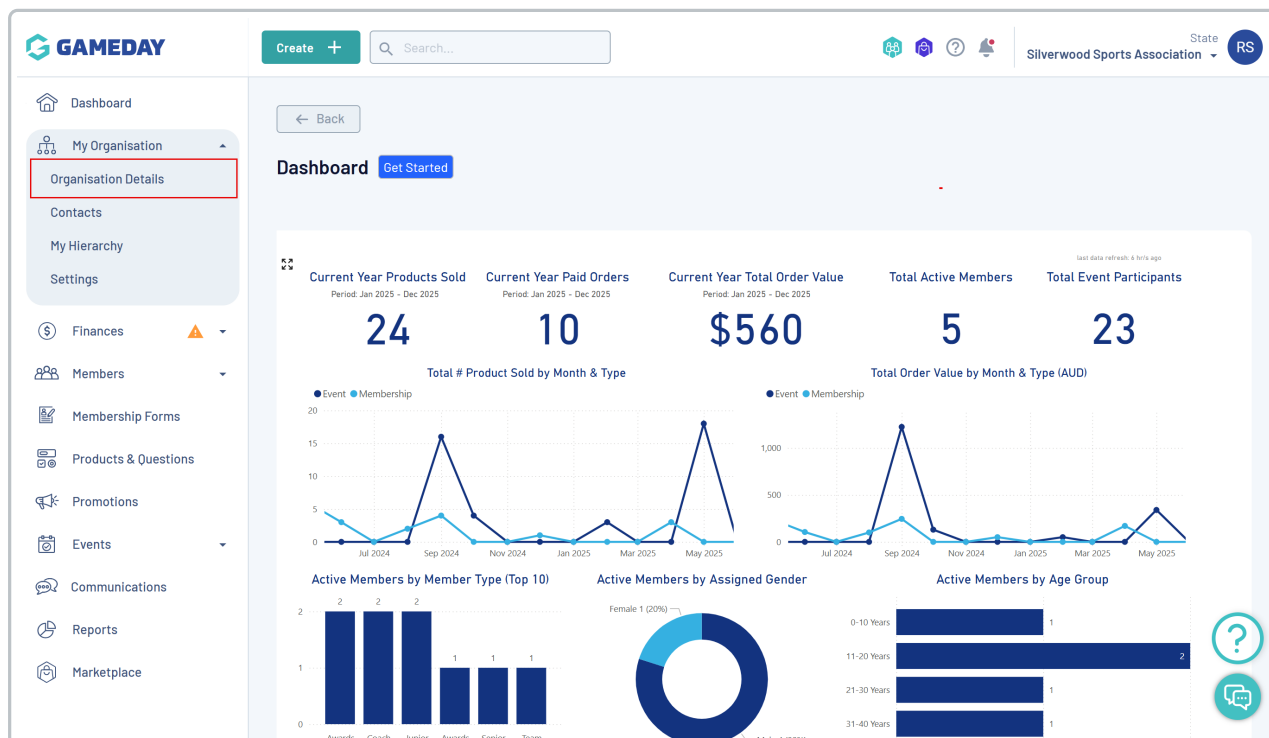# Organisation Details | Overview

22/05/2025 11:49 am AEST

Overview

The **Organisation Details** section allows administrators to enter and confirm any of their basic organisational information as a way of keeping and updating accurate records.

To access this section, click **My Organisation,** then select **ORGANISATION DETAILS** in the left-hand menu:

Available Fields

In the **Overview** tab, you can enter a range of information about your organisation, including:
- Name
- Organisation Logo

> **Note**: Your logo will appear on other elements of your GameDay database, such as registration forms, event landing pages and payment receipts

- Organisation Alias
- Physical & Mailing Addresses
- Primary Contact

> **Note:** The Primary Contact list comes directly from your User Management list within GameDay. Click here

for more information on adding users to your database.

- Phone Number
- Email Address
- Website URL
- Social Media links

Note: Contact Details, Website URL and Social Media links will appear automatically on registration forms and event landing page footers.

- Incorporation Number
- Business Number
- Tax Identification Number
- Local Government Area
- Financial Year Start

Note: Your Financial Year Start setting determines the date range calculated by your Organisation Dashboard. If you are unable to access your Financial Year Start setting, please contact your governing body, as this is controlled by a higher level of your hierarchy.

- Time Zone

Editing Organisation Details

Providing as much of this information as possible ensures your records are accurate and up to date for your other administrators

Information can be edited by clicking on the relevant field, making changes, then clicking**SAVE**

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Documents

The **Organisation Details** section also allows you to upload documents to your database through the **DOCUMENTS** tab, such as insurance information, certifications or applications.

Accepted formats include JPG, PNG, and PDF.

What's Next?

For a closer look at adding organisation details and documents, feel free to read through the articles below:

👉 How do I upload my organisation logo?

👉 How do I upload documents for my organisation?

👉 How do I add contact details to a Membership Form footer?