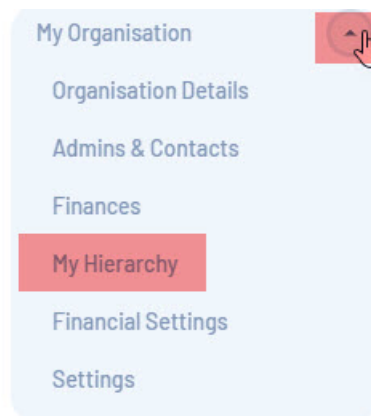


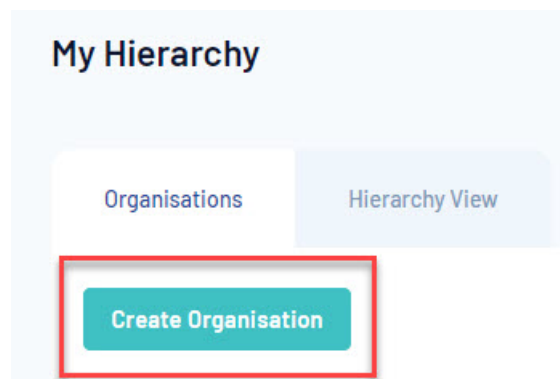
How do I create a new organisation?

Last Modified on 15/06/2022 7:22 pm AEST

1. Click on the arrow against **My Organisation** and select **My Heirarchy**.



2. Select **Organisations** tab (should default to this page).
3. Click **Create Organisation**.



4. Fill in all relevant information. Those marked with an asterisk must be filled in.

- Timezone -select the timezone for this organisation - most of the time this will be the same as your own organisation unless they are in a different country/state.

- Parent organisation - the organisation they will be linked to.

E.g if you are creating an association it will be linked to the relevant state or if you are creating a club it will be linked to the relevant association/league.

5. Once done, click **SAVE**.

Related Articles
