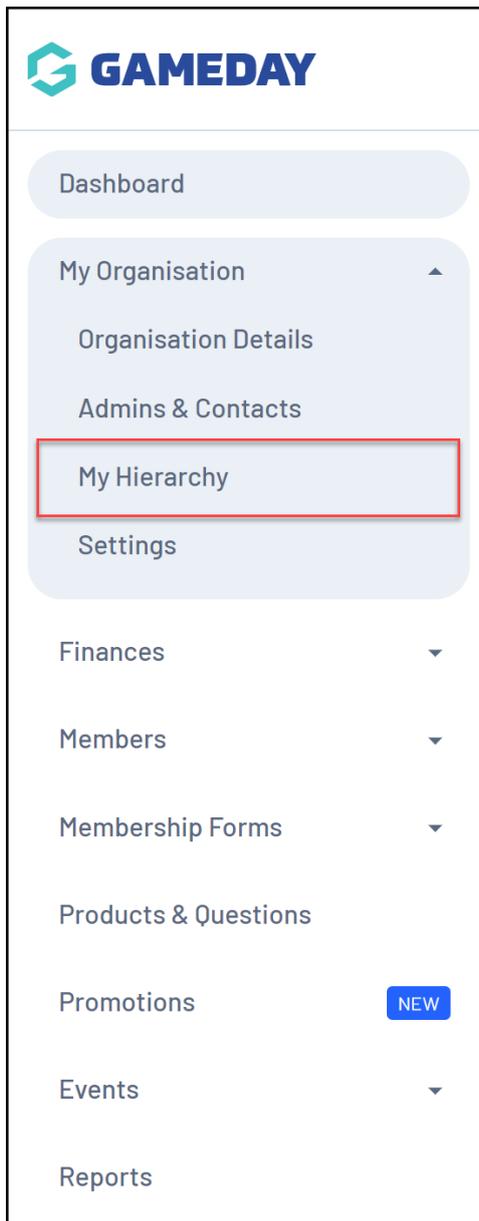# GAMEDAY

How do I create a new organisation?

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As an administrator within an organisational hierarchy, you can create new organisations on an individual basis into that hierarchy directly through GameDay.

> **Note**: If you are at the lowest level of your hierarchy, this option will not be available to you.

To create a new organisation:

1. In the left-hand menu, click **My Organisation** > **MY HIERARCHY**.

2. Click **CREATE ORGANISATION.**

3. Complete any required information. When you are creating an organisation, you can enter the following information:

- **Organisation Name**
- **Organisation Type**: The sport-specific type of organisation you are creating. Whilst terminology may differ, common organisation types are Associations, Clubs or Centres.

- **An Organisation Logo**: This will appear in various other components of this organisation's database, including registration forms and event landing pages.
- A valid **Phone** number
- A valid **Email Address**
- The organisation's **Timezone**
- **Parent Organisation**: This will determine the primary vertical attachment of this organisation within the hierarchy.
- **Organisation Address**

4. Click **SAVE**.

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