



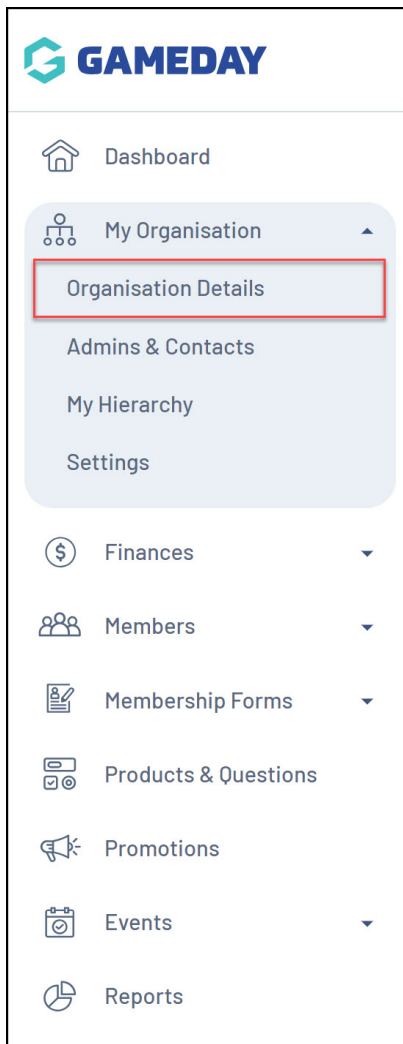
How do I upload my organisation logo?

Last Modified on 13/11/2023 11:12 am AEDT

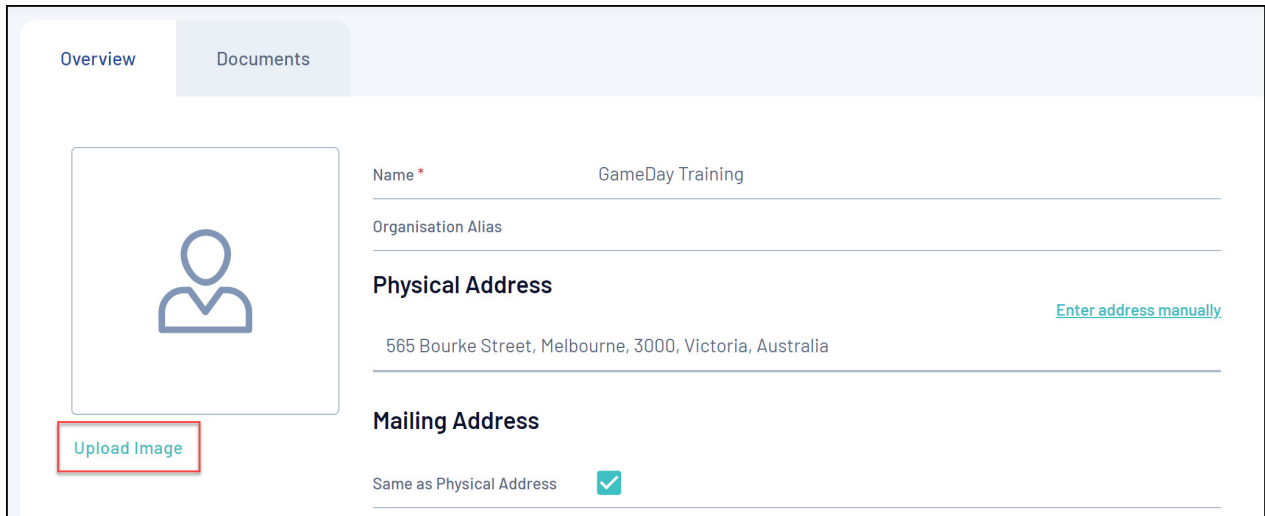
Each organisation in GameDay has the ability to add an organisation logo to their database, which will automatically appear in other components of the database, including registration forms and payment receipts.

To update your organisation's logo:

1. In the left-hand menu, click **My Organisation > ORGANISATION DETAILS**



2. Click **UPLOAD IMAGE**



The screenshot shows a user profile form with the following fields:

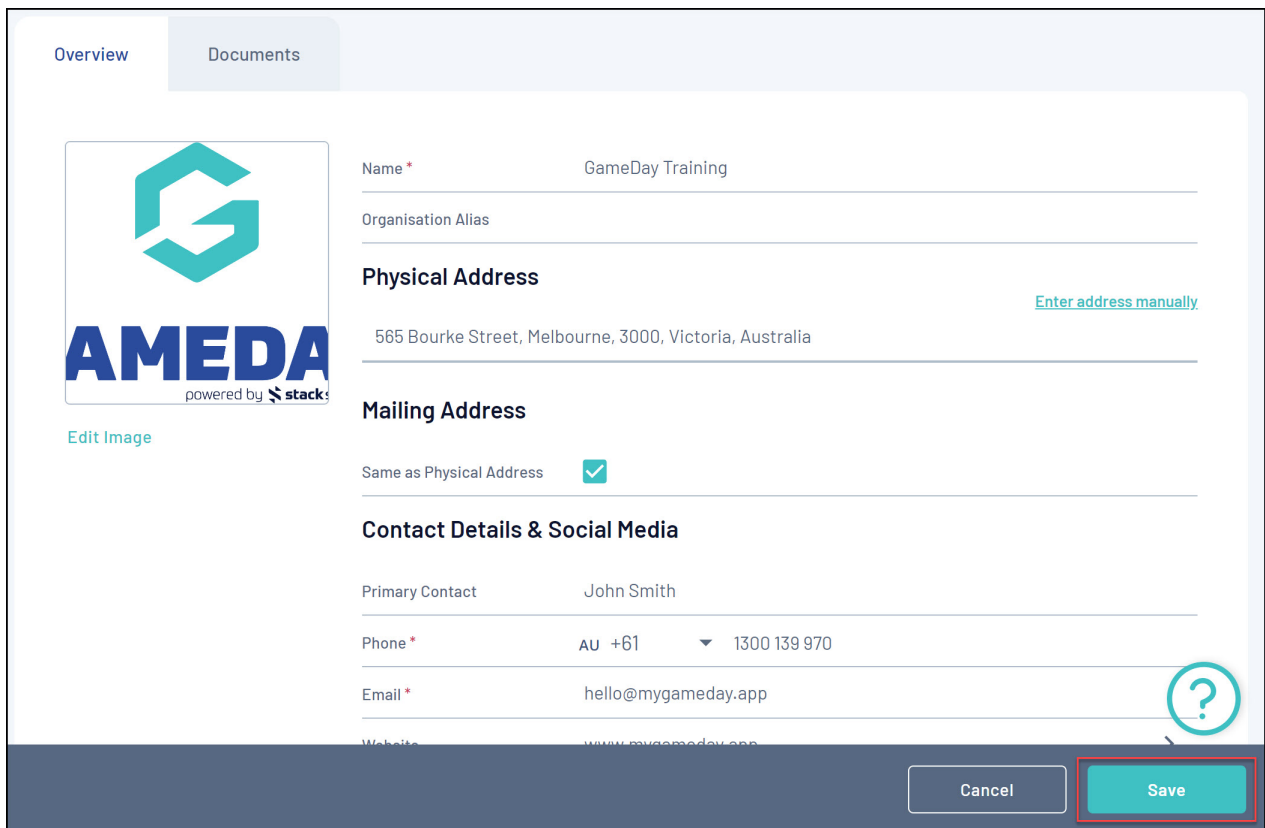
- Overview** / **Documents** (selected)
- Name ***: GameDay Training
- Organisation Alias**: (empty)
- Physical Address**: 565 Bourke Street, Melbourne, 3000, Victoria, Australia. [Enter address manually](#)
- Mailing Address**: Same as Physical Address

The **Upload Image** button is highlighted with a red box.

3. Find and select the logo you want to upload from your files

NOTE: The recommended size of the image is 200 x 200px

4. Click **SAVE**



The screenshot shows the same user profile form as above, but with the following changes:

- The **Upload Image** button is replaced by the **AMEDA** logo (powered by stacks).
- The **Primary Contact** field is now populated with John Smith.
- The **Phone *** field is populated with AU +61 1300 139 970.
- The **Email *** field is populated with hello@mygameday.app.
- The **Website** field is populated with www.mygameday.app.
- The **Save** button is highlighted with a red box.

Your logo will then automatically appear on registration forms and payment receipts.

Related Articles
