



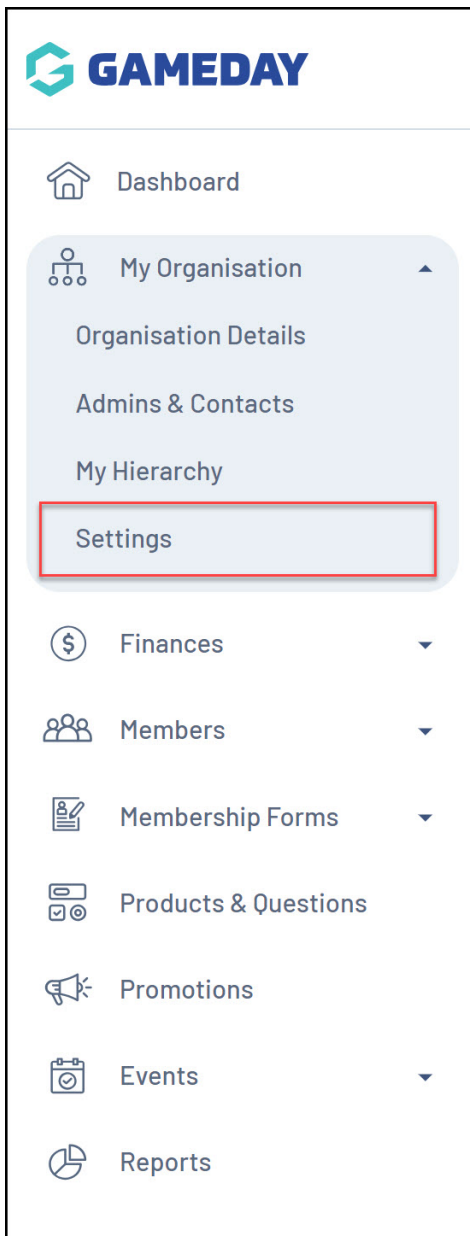
Create Organisation ID Rules

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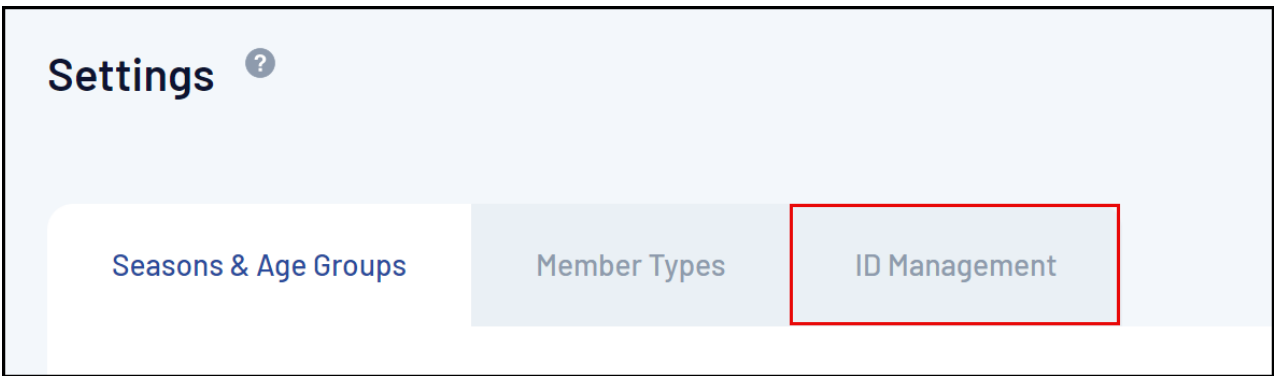
GameDay allows administrators within a multi-tiered hierarchy to create custom Organisation ID rules, whereby new or existing organisations in the hierarchy can be assigned a unique ID that can be seen in the database and, in organisation reports.

To create a new Organisation ID rule:

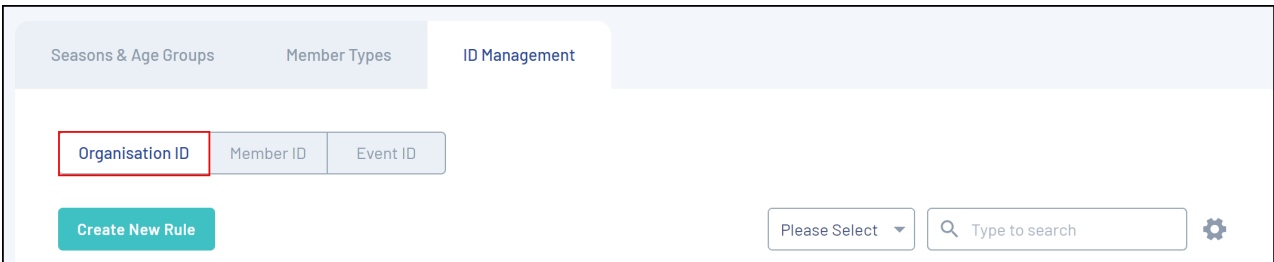
1. In the left-hand menu, click **My Organisation > SETTINGS**



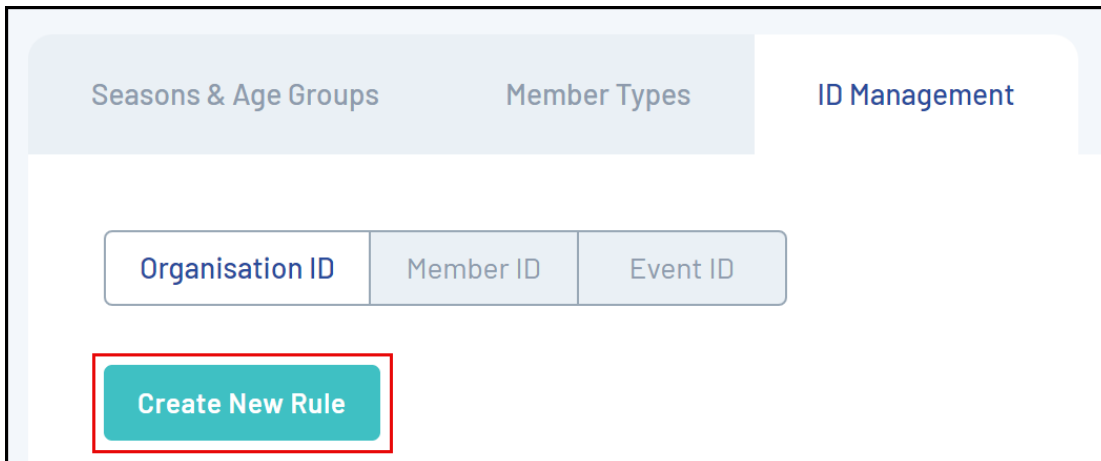
2. Select the **ID MANAGEMENT** tab



3. Select the **ORGANISATION ID** tab



4. Click **CREATE NEW RULE**.



5. Enter the parameters for your rule:

- **Rule Name:** The name of the Organisation ID rule as displayed in your database
- **Prefix/Suffix:** Allows you to add a generic prefix (at the beginning) or suffix (at the end) of each Organisation ID generated using this rule
- **Starting Number/Max Number:** Allows you to define a range of unique numbers that will be assigned to organisations. Each existing organisation or new organisation added to the database will be assigned a number within this range in an ascending sequence based on their registration date.

Click **CREATE NEW RULE** when you're ready

Create New Rule ✕

Rule Name *

Prefix

Suffix

Starting Number * ?

Max Number ?

ID Min	ID Max
GD001ORG	GD999ORG

Random ID Example: [Generate a random ID](#)

GD747ORG

This rule will now be active and will be applied when creating organisations from your level

Note: Organisation IDs are generated every 5 minutes, so please allow 5 minutes after an organisation has been created for the ID to appear.

Related Articles
