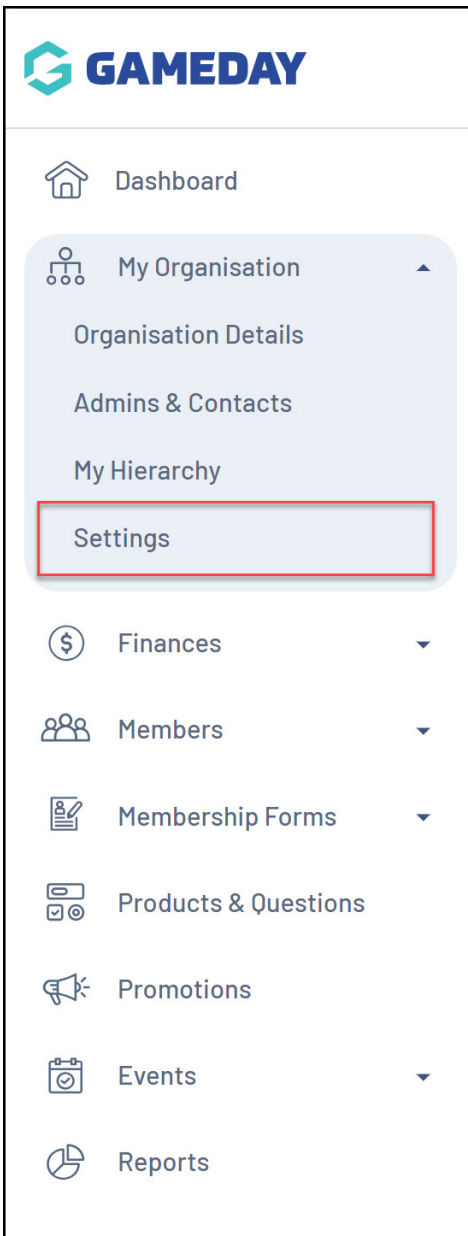# How do I create an Organisation ID rule?
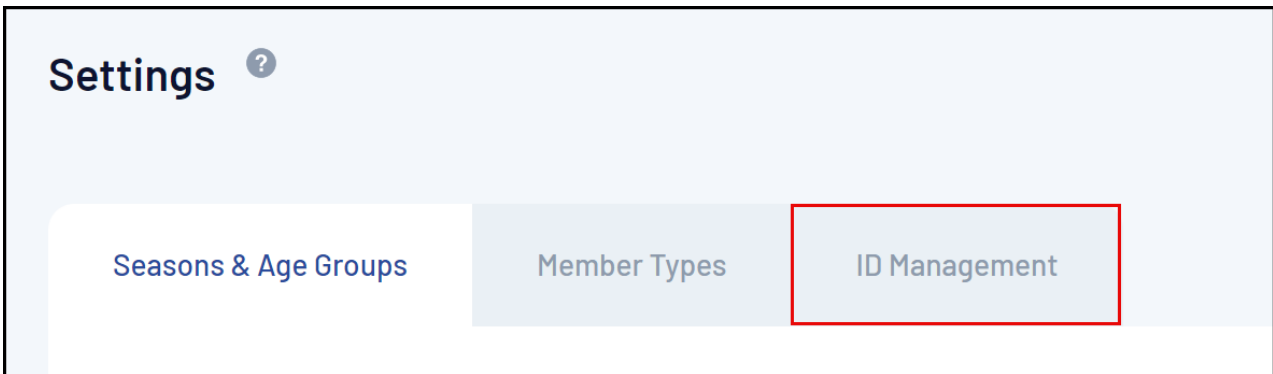
Last Modified on 09/04/2024 2:40 pm AEST

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.
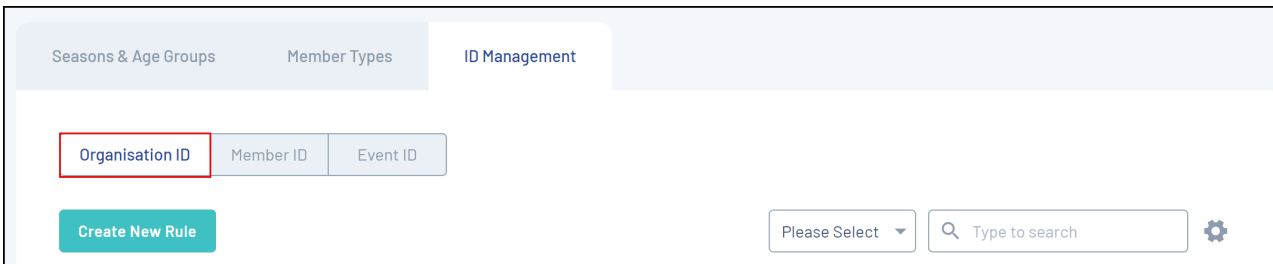
To create a new Organisation ID rule:

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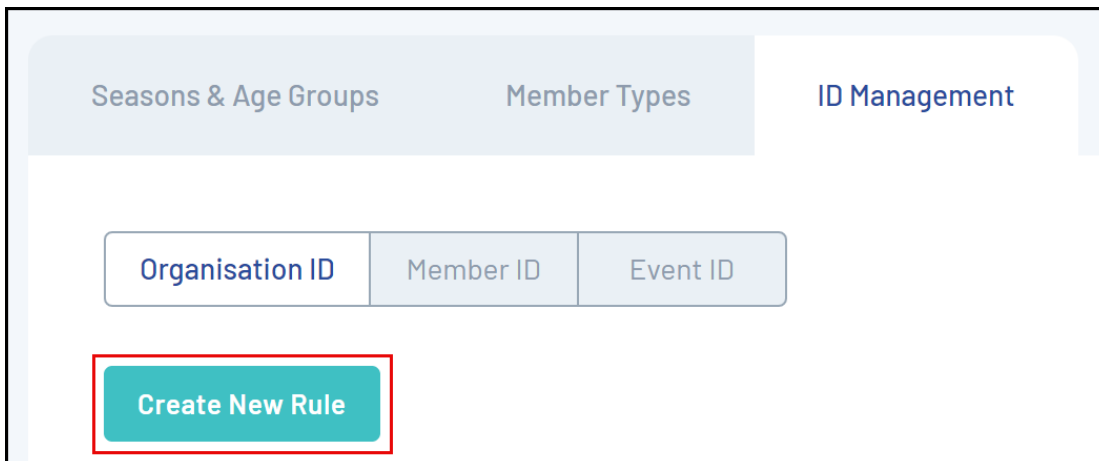


2. Select the **ID MANAGEMENT** tab

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 *

> Organisation IDs

Prefix

> GD

Suffix

> ORG

Starting Number * ❓

> 001

Max Number ❓

> 999

| ID Min | ID Max |
|--------|--------|
| **GD001ORG** | **GD999ORG** |

Random ID Example: **Generate a random ID**

**GD747ORG**

Cancel    **Create New Rule**

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