

Quick Reference Guide: Organisation Details

It is important that all organisations keep their information as up to date as possible.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their organisation details under **Management** or **Participation**.

TA Test Association (Jude) 🗸		mynetball administration	S Default eid:38919 🗸
A ORGANISATION PEOPLE RE	EGISTRATION TEAMS PROGRAMS	WEBSITE REPORTS	O Management O Participation

Clubs will not have the option to choose between management or participation, they will just be in participation.

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*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

To access this section, you will need to select **Organisation, Organisation Details** on the left-hand side.

This will bring you to the Edit Organisation Details page, update all the information.

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	SISTRATION TEAMS PROGRAMS WEBSITE RI	EPORTS	O Management O Participation
Search Menus Q	Edit Organisation Details 💡	٦	
Organisation Details	Organisation Details		PATH:
User List	Organisation Type	Association	Management or participation
Office Bearers	Organisation Name	Test Association (Jude)	Organisation
Honour Board	Organisation Short Name	Test Assc	-
Contacts for Parent Organisations	Website URL		Organisation details
Notification Subscribers List	Description		
Task Manager		L	
Reports >	Colours		
	Incorporation Status	⊙ No ⊖ Yes	
	Incorporation ID		
	Registered for the GST	● No ○ Yes	
	ABN	0 Lookup	
	Payments Descriptor (22 chars)	* Test Association (Jude	Used on credit card statements



NOTE: The following when updating the details of an organisation * denotes mandatory field:

- Organisation Details
 - Organisation Type you cannot edit this. It was setup when your organisation was first setup
 - Organisations Name you cannot edit this. It was setup when your organisation was first setup
 - Organisation Short Name you cannot edit this. It was setup when your organisation was first setup

If you require this information changed, please contact Netball Queensland via email <u>mynetball@netballq.org.au</u>

- Website URL this is the organisations website address
- **Description** description of your organisation
- **Colours** the colours that your organisation uses
- Incorporation Status is the organisation incorporated; yes or no
- Incorporation ID if incorporated, what is the organisations incorporation ID
- Registered for GST Is the organisation registered for GST; yes or no
- **ABN** what is the organisations ABN
- POS ID
- Social Media
 - Facebook ID this is the organisations Facebook ID
 - **Twitter Handle –** this is the organisations Twitter handle
- Contact Details this is the details of the primary contact for the organisation. Please note that any personal details that are added to this screen will be publicity available
 - Contact Name*
 - Contact Email*
 - Contact Phone
 - Contact Fax
 - Contact Address
 - Contact Suburb
 - Contact Postcode
- Home Venue/ Club Rooms/ Head Office Details (if applicable) this information may be used to geographically locate your club for prospective players.
 - Address* in the case of a club, this will usually be the address of the main ground/club rooms. For associations/other bodies it may be a head office address, or not applicable
 - Suburb/Town* city/town/suburb of the address entered above
 - Postcode* postcode of the address entered above
 - State* state of the address entered above



- Country* this information is populated based on you club/association location and cannot be changed
- Ground Phone phone number for the ground, if applicable
- Latitude* this should automatically populate as you enter the address details above
- Ground Map Reference map reference for the address entered above
- Longitude* this should automatically populate as you enter the address details above
- **Map.** This should automatically populate as you enter the address details above
- Settings you can not edit this
 - Organisation is Hidden
 - Organisation is Active
 - o Time Zone
 - Current Season

Once you have checked all your details, click **SAVE**.

- Add or change a logo for your organisation
 - Logos must be between 75 and 100 pixels in both height and width
 - The system will automatically resize slightly larger images (as long as they are not excessively large – around 500 x 500)

Click Update Logo at the bottom of the Edit Organisation Details page

This will bring up the pop-up window **Change Logo.** You can click **Choose File** to browse for the logo you want to upload

Logo	
Current logo:	netball
Update Logo	



Change Lo	ogo
Change logo fo	r: Netball Queensland
Current logo:	
Upload new logo	Delete this logo
 Maximum The logo w Click the C Then click the 	n types of files can be uploaded (gif,jpg,png) filesize of uploaded file is 0.03 MB iill be automatically be resized if it can proportionally fit within a size of 75 to 100 pixels. <i>hoose File</i> button to select the new logo. the <i>Uplaad and Preview</i> button. en be prompted to confirm this upload (by clicking the <i>Update Logo</i> button which will then be visible), this action will replace any existing logo aw file.
CHOOSE A FILE	UPLOAD AND PREVIEW

Once you have selected the logo, click **Upload and Preview.** The system will resize the logo and ask you to preview it.

Change Lo	ogo
Change logo fo	pr: Netball Queensland
Current logo:	Delete this logo
Upload new log	0
 Maximum The logo w Click the C Then click 	in types of files can be uploaded (gif,jpg,png) filesize of uploaded file is 0.03 MB vill be automatically be resized if it can proportionally fit within a size of 75 to 100 pixels. <i>Thoose File</i> button to select the new logo. the <i>Upload and Preview</i> button. en be prompted to confirm this upload (by clicking the <i>Update Logo</i> button which will then be visible), this action will replace any existing logo ew file.
Only files with e	UPLOAD AND PREVIEW



If you are happy with the logo, click **Update Logo** to upload it. This will replace any existing logos.

Change Logo	
File is previewed below. Check, and click the <i>Update Logo</i> button below to replace the current logo.	
Change logo for: Netball Queensland	
Current logo:	
Upload new logo	
 Only certain types of files can be uploaded (gif,jpg,png) Maximum filesize of uploaded file is 0.03 MB The logo will be automatically be resized if it can proportionally fit within a size of 75 to 100 pixels. Click the <i>Choose File</i> button to select the new logo. Then click the <i>Upload and Preview</i> button. You will then be prompted to confirm this upload (by clicking the <i>Update Logo</i> button which will then be visible), this action will replace any existing with the new file. 	logo
Only files with extensions .gif,.jpg,.png are allowed. CHOOSE A FILE UPLOAD AND PREVIEW	
netball queensland logo (002).png: File uploaded. File Size: 9.179 kb	



Your new logo will appear under the Current Logo heading

Change Logo
Logo updated. Old logo renamed to logo.bak
Change logo for: Netball Queensland
Current logo:
Delete this logo
Upload new logo
 Only certain types of files can be uploaded (gif.jpg.png) Maximum filesize of uploaded file is 0.03 MB The logo will be automatically be resized if it can proportionally fit within a size of 75 to 100 pixels. Click the <i>Choose File</i> button to select the new logo. Then click the <i>Upload and Preview</i> button. You will then be prompted to confirm this upload (by clicking the <i>Update Logo</i> button which will then be visible), this action will replace any existing logo with the new file.
Only files with extensions .gif, jpg, .png are allowed. CHOOSE A FILE UPLOAD AND PREVIEW

Note:

- Only certain types of files can be uploaded (gif, jpg or png)
- Maximum file size of uploaded file is 0.03 MB
- The logo will be automatically be resized if it can proportionally fit within a size of 75 to 100 pixels.