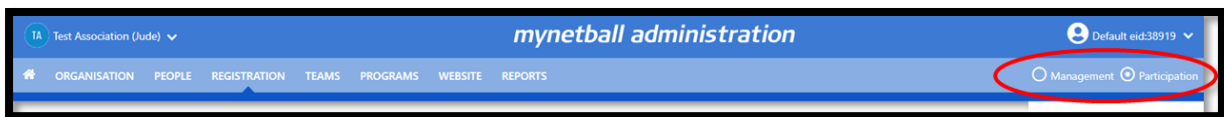


Quick Reference Guide: Organisation Details

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**.

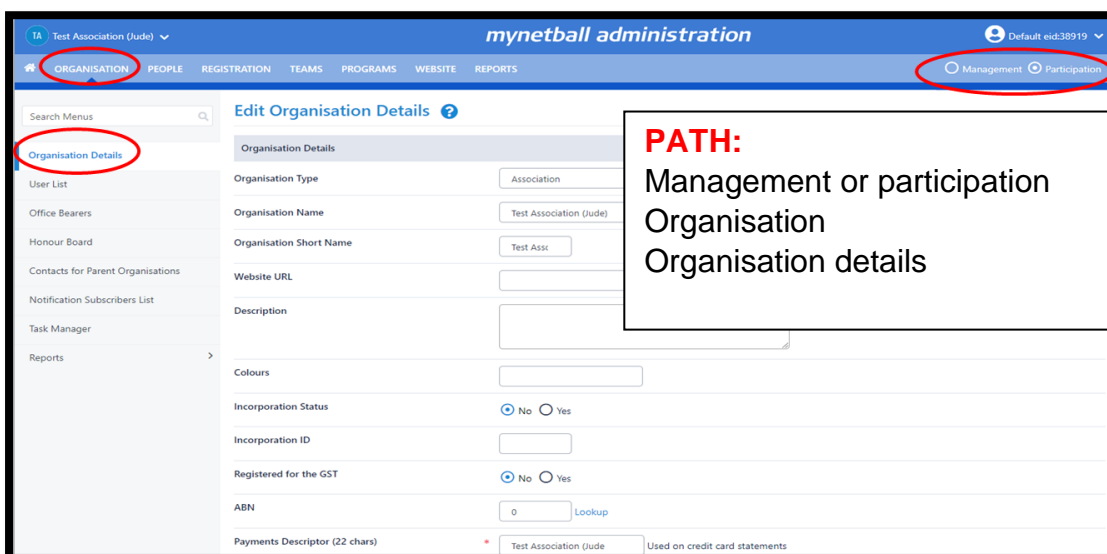


Clubs will not have the option to choose between management or participation, they will just be in participation.



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.



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 mynetball@netballq.org.au

- **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**
 - **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



Change Logo


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 *Choose File* button to select the new logo.
- Then click the *Upload and Preview* button.
- You will then be prompted to confirm this upload (by clicking the *Update Logo* 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](#) 

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

Change Logo


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 *Choose File* button to select the new logo.
- Then click the *Upload and Preview* button.
- You will then be prompted to confirm this upload (by clicking the *Update Logo* 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](#) 

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 *Update Logo* button below to replace the current logo.


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 *Choose File* button to select the new logo.
- Then click the *Upload and Preview* button.
- You will then be prompted to confirm this upload (by clicking the *Update Logo* 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](#) 

netball queensland logo (002).png: File uploaded.
File Size: 9.179 kb



[UPDATE LOGO](#)

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...

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[CHOOSE A FILE...](#) [UPLOAD AND PREVIEW](#) 

Note:

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