

## Quick Reference Guide: Organisation Details

It is important that you keep the information about your organisation as up to date as possible.

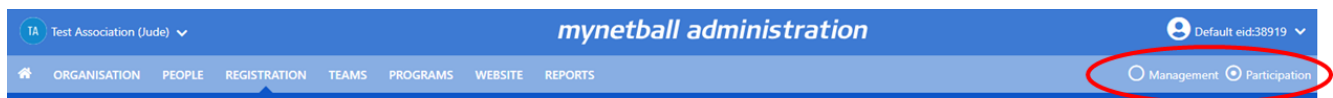
Your parent organisation(s) (Association or League and/or Netball Victoria) can use this information to communicate directly with you. If it is incorrect (or old information) then you might miss out on important emails and information.

**ALL** organisations within MyNetball (Associations, Leagues & Clubs) need to ensure that they keep their details up-to-date.

Netball Victoria recommend that you check/update this at least once a year, after your AGM.

**The process below is that same whether you are an Association, League or Club. You would just be in different Modes.**

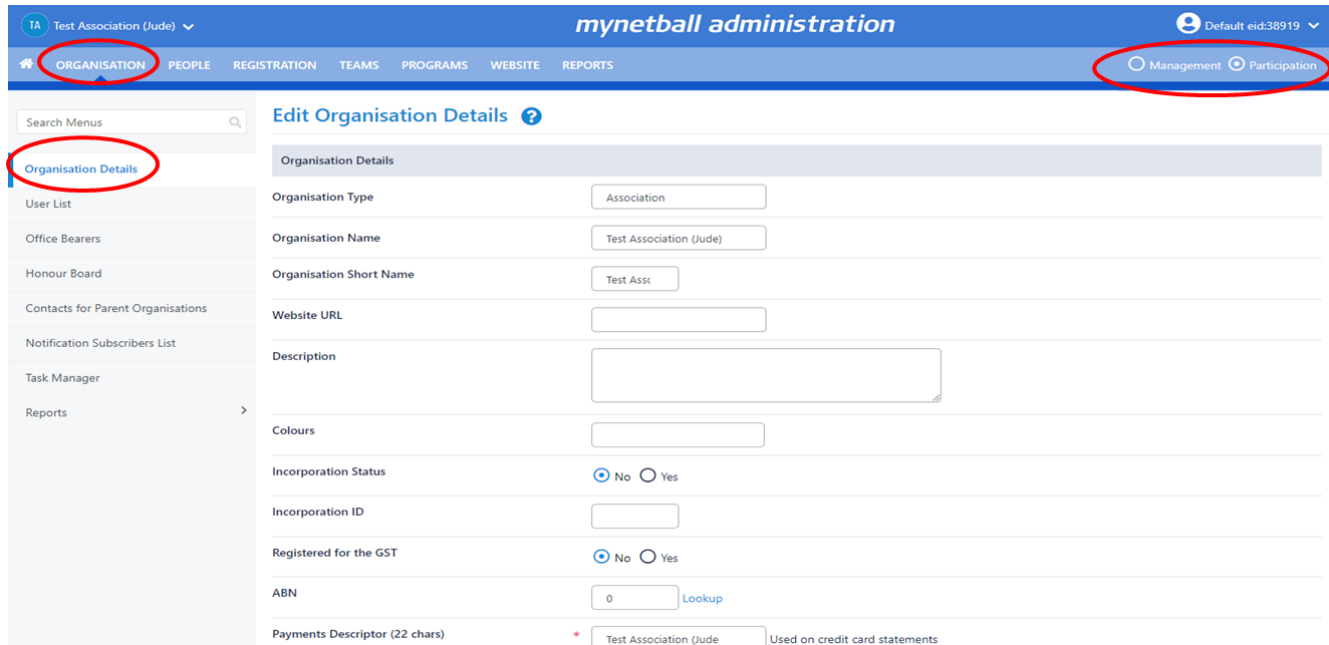
Associations & Leagues can manage their products under **Management** or **Participation**.



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



## Organisation >> Organisation Details



**mynetball administration** Default eid:38919

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Office Bearers

Honour Board

Contacts for Parent Organisations

Notification Subscribers List

Task Manager

Reports

### Edit Organisation Details ?

**Organisation Details**

Organisation Type: Association

Organisation Name: Test Association (Jude)

Organisation Short Name: Test Assc

Website URL:

Description:

Colours:

Incorporation Status: ☒ No ☐ Yes

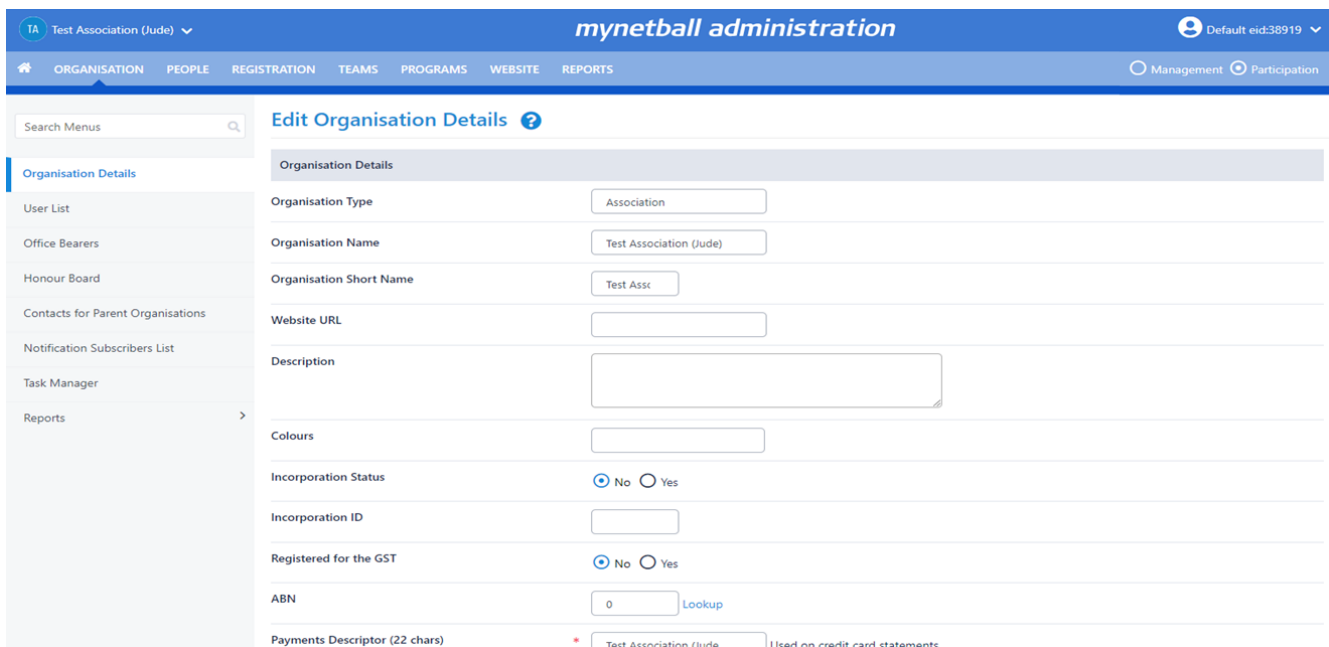
Incorporation ID:

Registered for the GST: ☒ No ☐ Yes

ABN: 0 [Lookup](#)

Payments Descriptor (22 chars): \* Test Association (Jude) Used on credit card statements

This will bring you to the [Edit Organisation Details](#) page where you can update anything that is out-of-date.



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### Edit Organisation Details ?

**Organisation Details**

Organisation Type: Association

Organisation Name: Test Association (Jude)

Organisation Short Name: Test Assc

Website URL:

Description:

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

Make sure the contact information is up-to-date and make any amendments to ensure that contact information is up-to-date.

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

■ **Organisation Details.**

- **Organisation Type.** *You cannot edit this.* It was set when your organisation was first setup.
- **Organisation Name.** *You cannot edit this.* It was set when your organisation was first setup.

If you want to change your organisation's name, then you need to email the request to Netball Victoria ([memberservices@netballvic.com.au](mailto:memberservices@netballvic.com.au)) using the **Change of Club Name** form available in the [MyNetball Resource Library](#).

- **Organisation Short Name.** You cannot edit this. It was set when your organisation was first setup.
- **Website URL.** This is your website address.
- **Description.** Description of your organisation.
- **Colours.** The colours that your organisation uses.
- **Incorporation Status.** Are you incorporated – Yes or No
- **Incorporation ID.** What is your incorporation ID?
- **Registered for the GST.** Are you registered for GST – Yes or No
- **ABN.** What is your ABN?

■ **Social Media.**

- **Facebook ID.**
- **Twitter Handle.**

■ **Contact Details.** This is the details of the primary contact for your Organisation. Be aware that any personal details you add to this screen will be publicly available.

- **Contact Name\*.**
- **Contact Email\*.**
- **Contact Phone.**

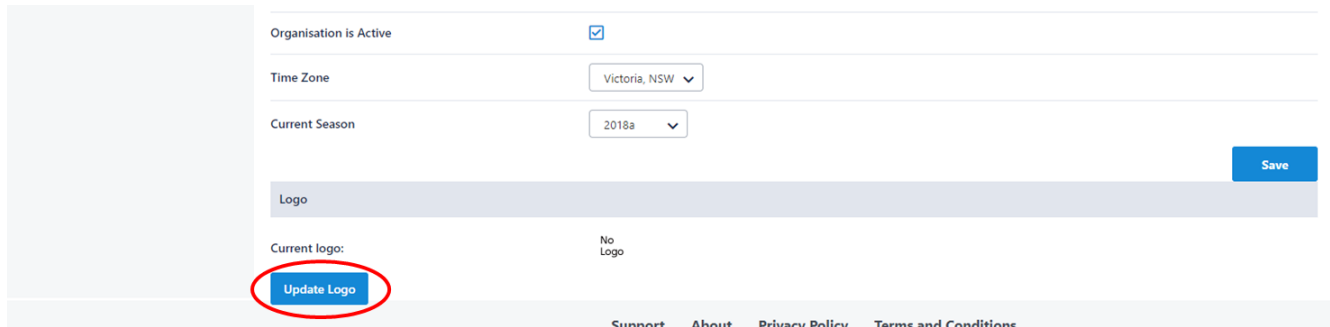
- **Contact Fax.**
- **Contact Address.**
- **Contact Suburb.**
- **Contact Postcode.**
- **Home Venue/Club Rooms/Head Office Details (if applicable).** This information may be used to geographically locate your club for prospective players.
  - **Address\*.** In the case of a club, this will usually 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.
  - **Map.** This should automatically populate as you enter the address details above.
- **Settings.** None of this can be edited.
  - **Organisation is Hidden.**
  - **Organsiation is Active.**
  - **Time Zone.**
  - **Current Season.**

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

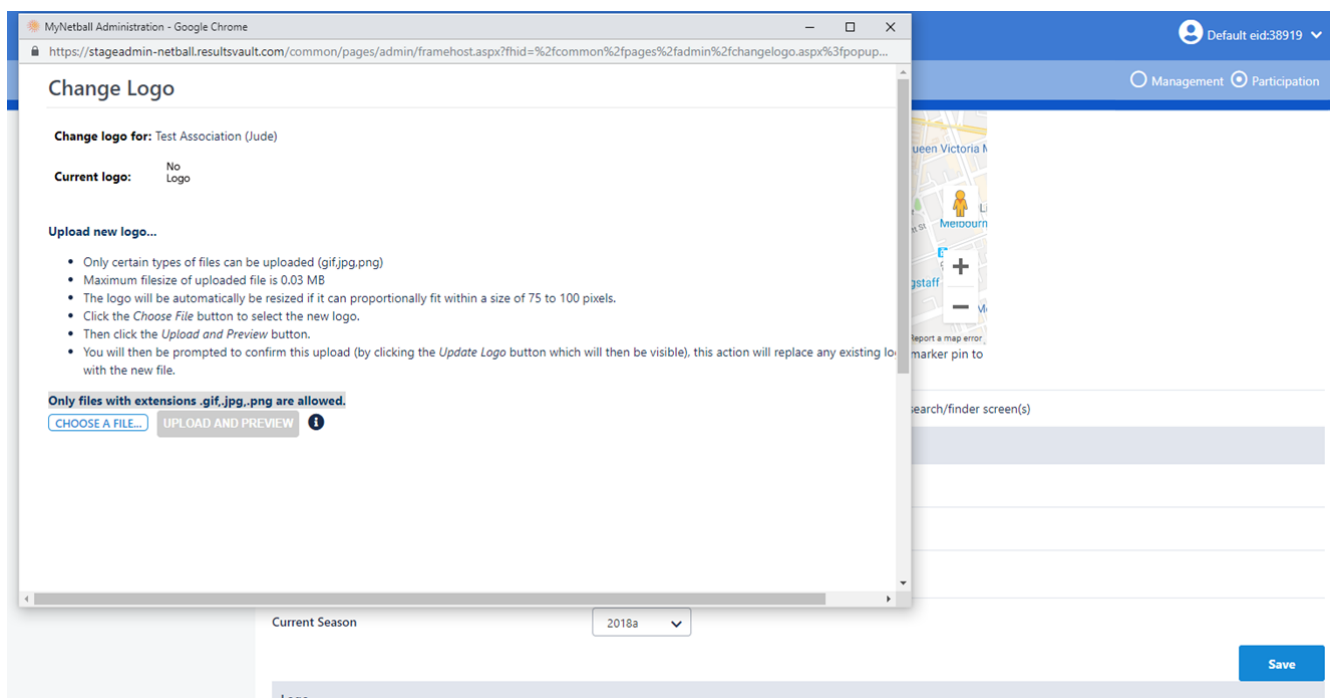
You can add or change a logo for your organisation.

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)

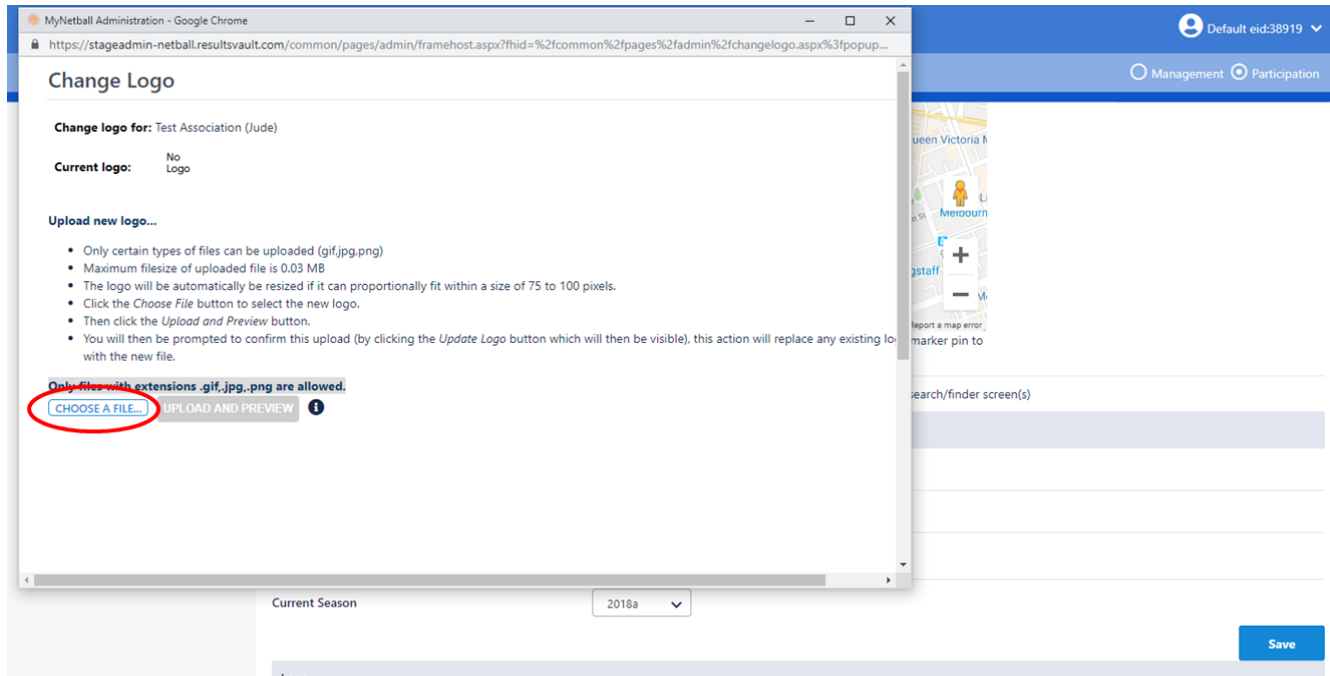
Click **Update Logo** at the bottom of the [Edit Organisation Details](#) page.



This will bring up the pop-up window Change Logo where you can upload new logos.

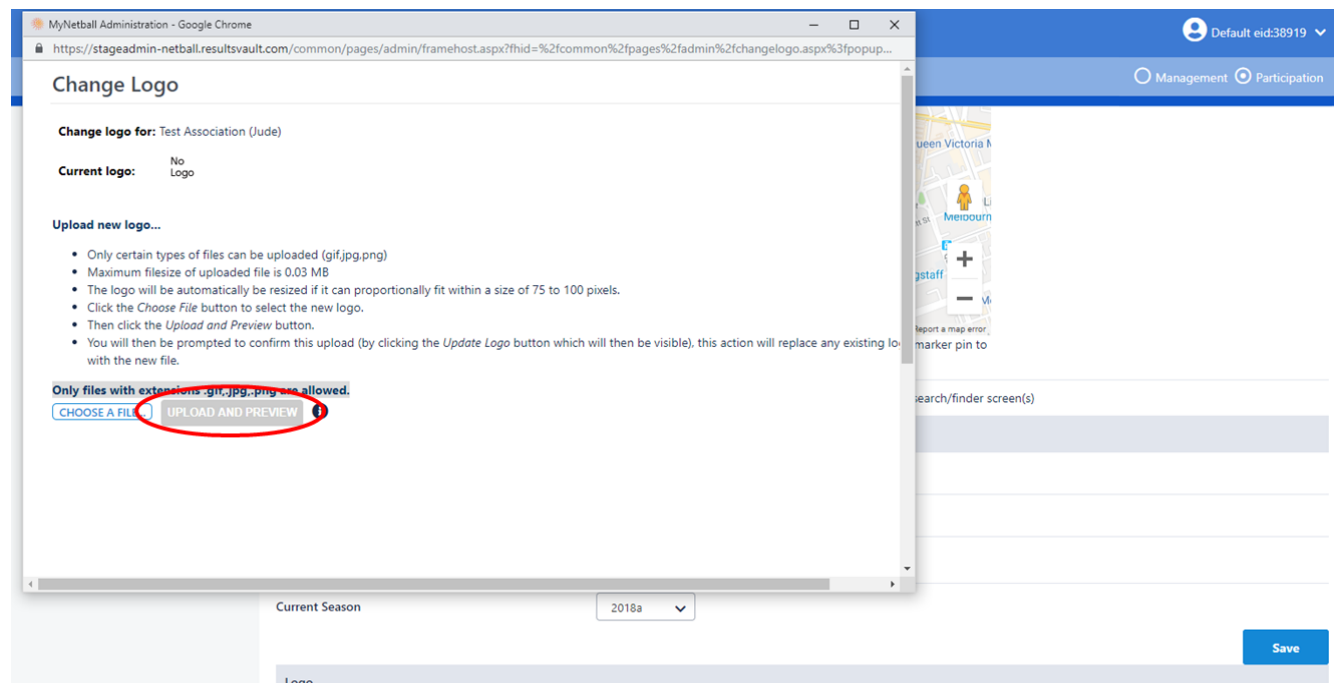


You can click **Choose File** to brows for the logo you want to upload.

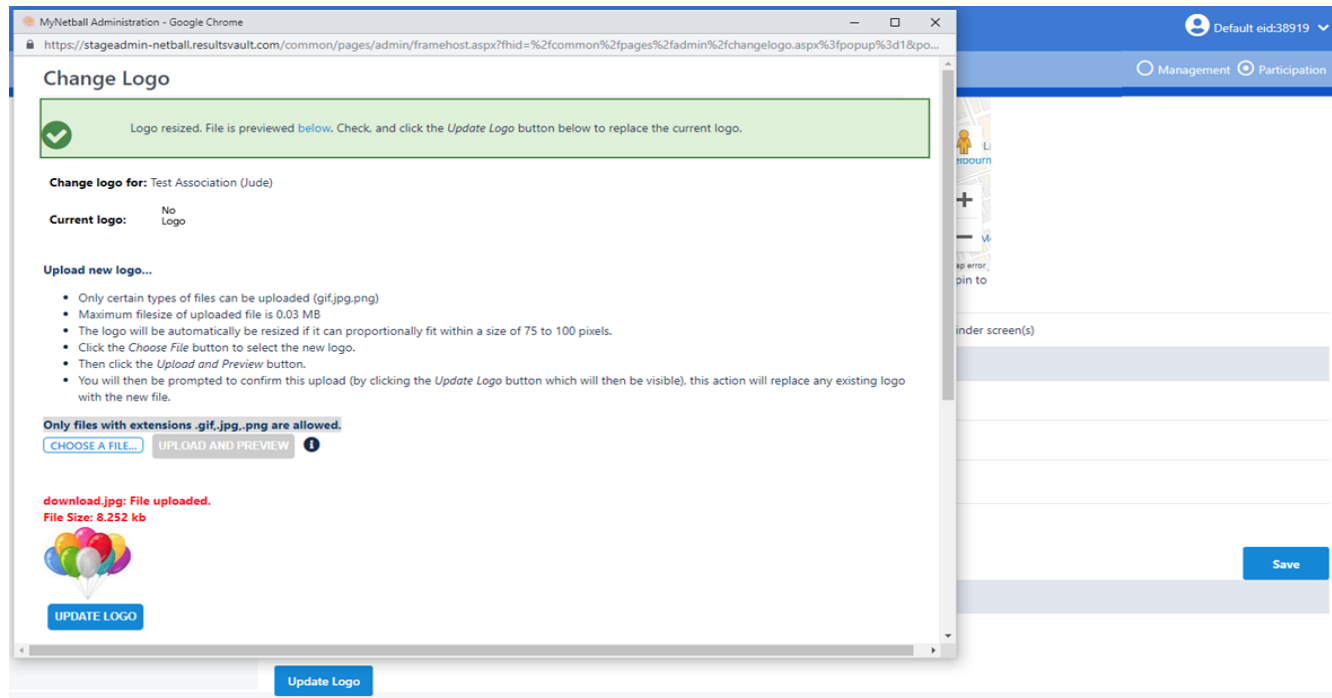


You will then need to browse your files to locate your chosen logo.

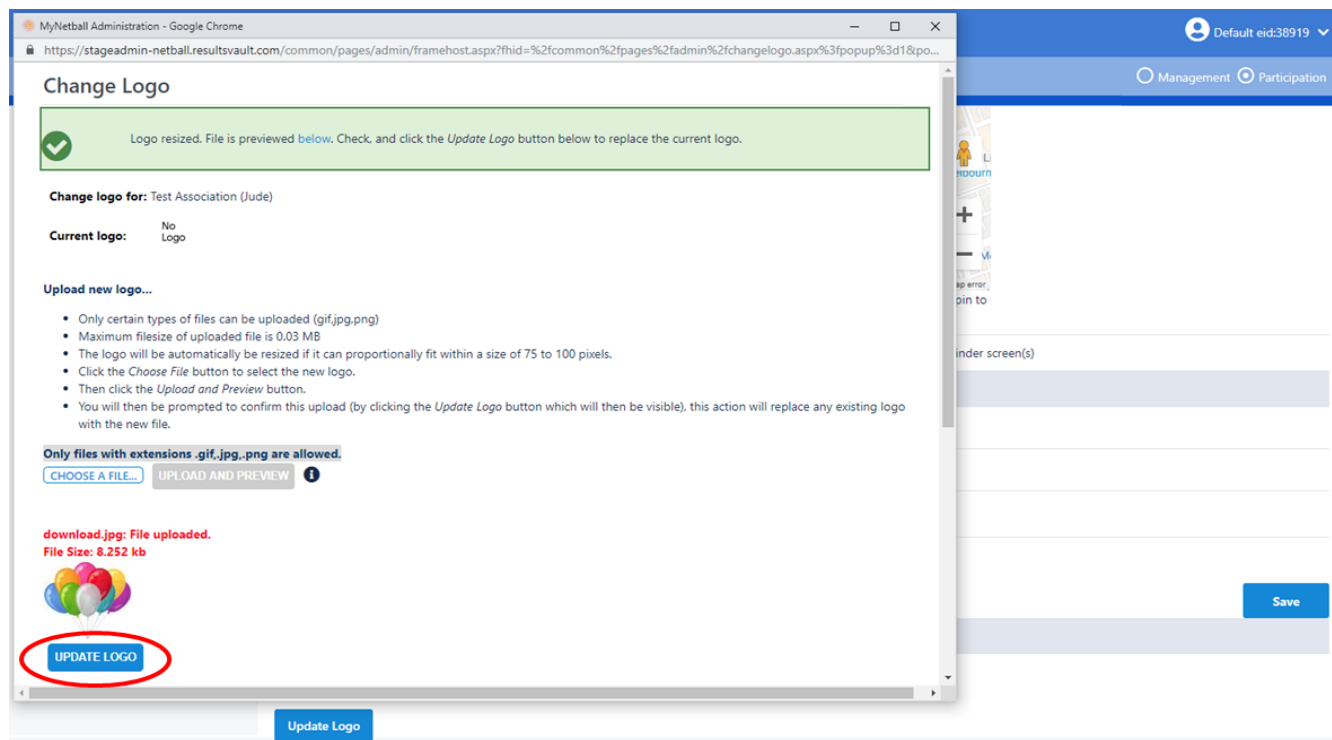
Once you have selected the logo, click **Upload and Preview**.



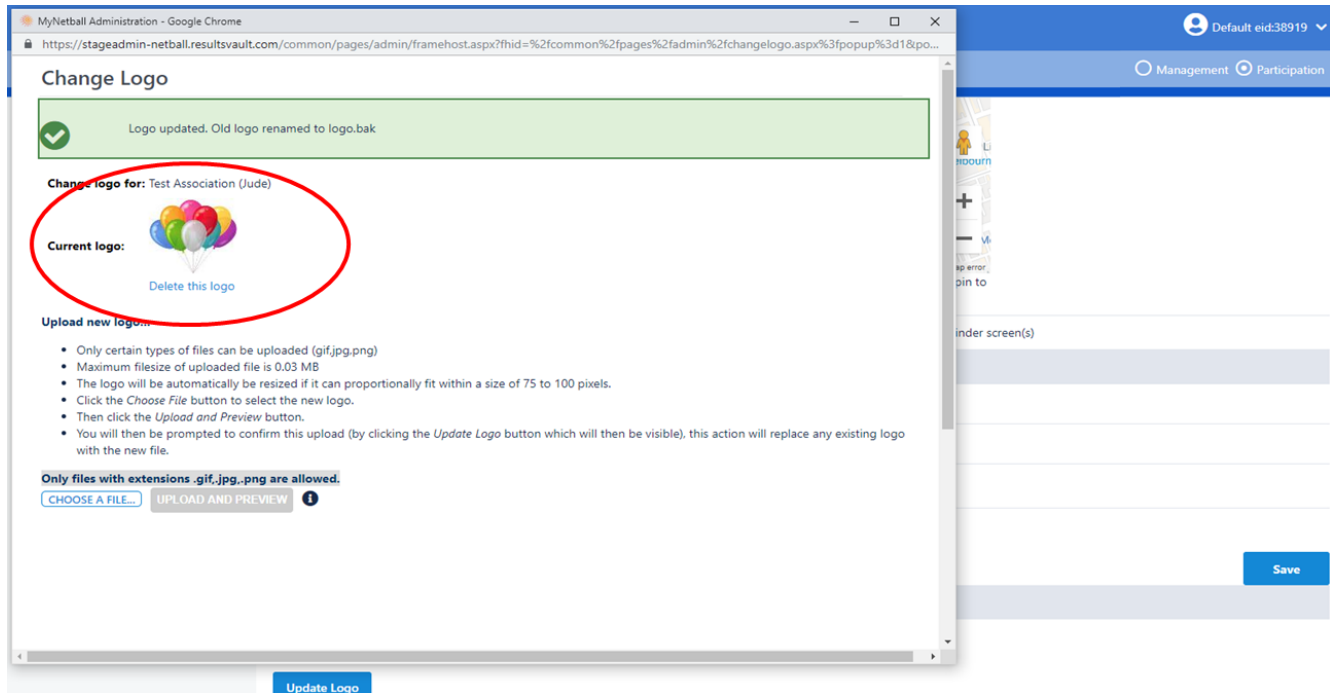
The system will resize the logo and ask you to preview it.



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



Your new logo will appear under the Current Logo heading.



Note that:

- 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.