

# Updating Contact Details



Last Modified on 22/09/2016 10:45 am AEST

## Quick Steps: Administration > Details

Administrators can update the contact details for their organisation in this area; These details can be updated at any time and are displayed on the Contact Us page of your Website, Members Portal and Shop Portal. Some organisations may not have access to this area, if this is the case, please contact your Sport's governing body who will be able to assist you.

1. Login to the console, and select **Administration** from the top menu
2. Select **Details** from the left hand menu, and click **Edit**
3. The information that can be updated is shown below:

## Club Details

 Save  Cancel

General Access Other Bank Account Information

Club Name: ♦ STG SAMPLE - Club

Club Code: 1

Title: Mr

First Name: ♦ Club

Last Name: ♦ Administrator

Address: ♦ 40 City Road

Suburb: ♦ Southbank

State: ♦ Victoria

Postcode: ♦ 3006

Country: Australia ▼

Postal Address:

Postal Suburb:

Postal State:



Postal Postcode:

♦ A Minimum Of One Telephone Contact Number Must Be Entered

	Area Code:	Number:
Business:	03	9424 2600
Direct:		
Private:		
Mobile:		
Facsimile:		

Email Address: ♦ support@sportstg.com

Email Format: ♦  HTML  Plain Text

 Save  Cancel

4. Information on the **Access** tab and **Other** can be updated also, however the **Bank Account Information** cannot be amended here.

5. Click **Save**.

**Note:** SportsTG will use these details if we ever need to contact your organisation.

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