

# Entering Club Information

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## Quick Steps: Tools > Finder > Profile

In this area, the administrator will be setting up the basic profile for their organisation.

To enter your Club information, follow the instructions below.

1. Log into the console
  2. Select **Tools**, then **Finder**
  3. Select **Profile** and fill in all relevant fields.
- **GENERAL** - set **DISPLAY** to **YES** this will ensure your club will display on the national Club Finder page. List the club name in **TITLE**.

The screenshot displays the 'Profile' page for 'STG SAMPLE - Club'. The page is titled 'STG SAMPLE - Club' and shows the user is logged in as 'System Administrator'. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various system features like 'Documents', 'Image Gallery', 'User Defined Data', 'Email Templates', 'Email Databases', 'Donations', 'Reserved Seating', 'Barcodes', 'Themes', and 'Finder'. The main content area is titled 'Profile' and has tabs for 'General', 'Information', 'Summary', 'Detail', and 'Location'. The 'General' tab is active, showing a 'Display' radio button set to 'Yes' and a 'Title' dropdown menu with 'STG SAMPLE - Club' selected. There are 'Save' and 'Cancel' buttons at the top and bottom of the form area. The bottom status bar shows '29:36' and 'SportsTG'.

- **INFORMATION** - this tab includes the organisation website, contact email address, postcode and a logo.  
Please note: our recommended dimensions for images is 180px Width x 180px Height
- **SUMMARY** - a brief statement about your organisation that will show in the search listing
- **DETAIL** - further information about the organisation, when the More Information button is clicked
- **LOCATION** - enter the location of your venue as it appears in Google. This will ensure a Google map of your venue will appear on the Club Finder page.

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### Profile

Save Cancel

General Information Summary Detail Location

Mapped Address: 40 City Rd, Southbank VIC 3006, Australia

Search: 40 City Rd, Southbank VIC 3006 Locate



Save Cancel

## Related Articles

[template("related")]