

# Creating Note Types

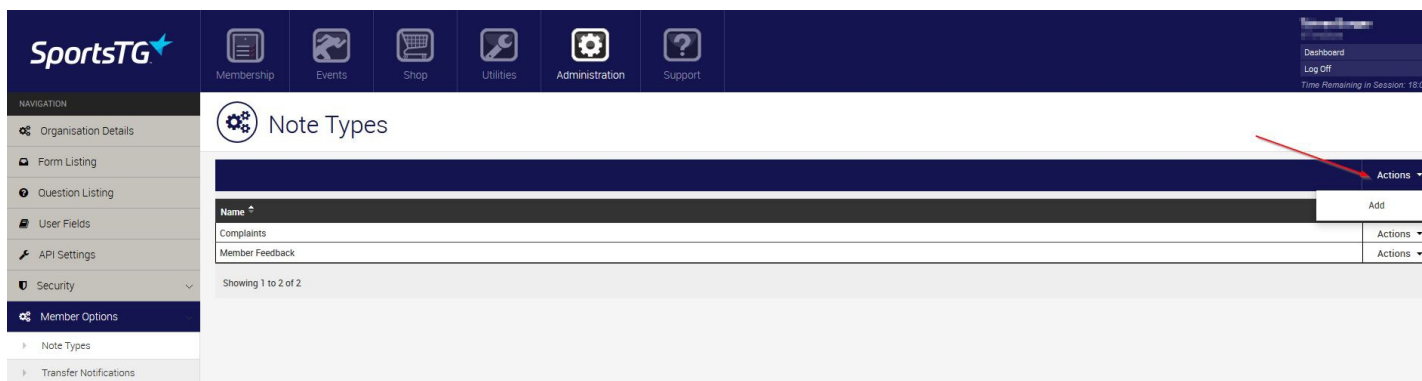
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## Quick Steps: Administration > Member Options > Note Types

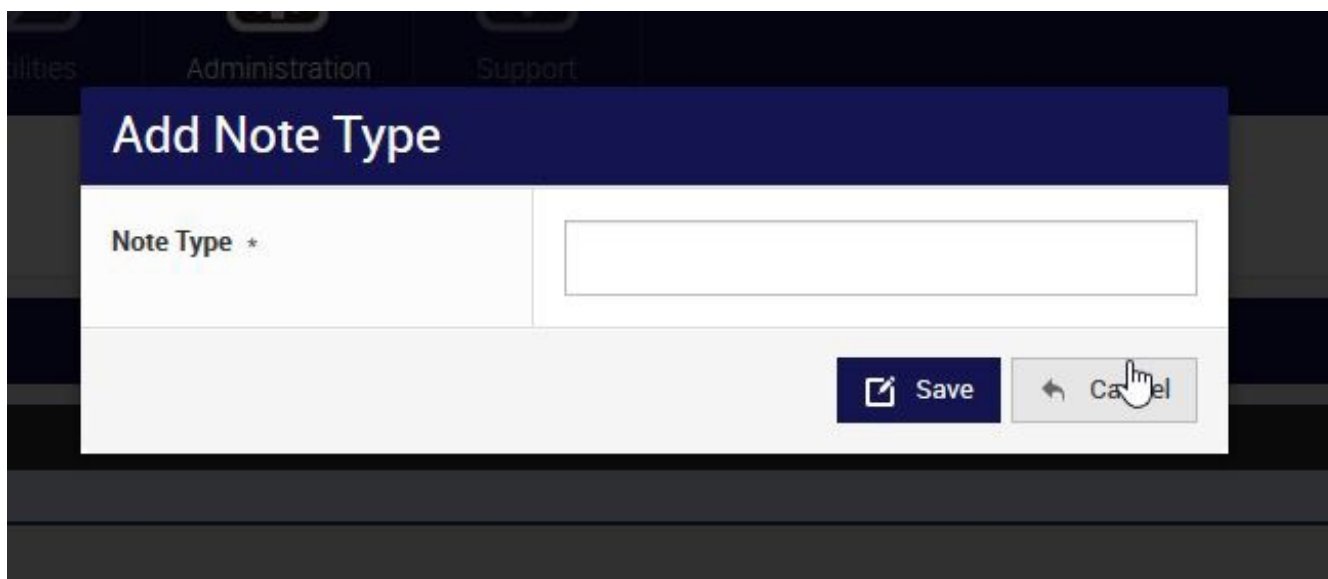
Notes can be used by your organisation to maintain information on your members that might not fit into your standard fields. This information can only be viewed by administrators of your organisation and enables you to track things such as suspensions, feedback and member issues.

Notes are a great way of keeping confidential information about members as only administrators of your organisation can see the information that is placed in Notes.

1. Login to OneSport, and click **Administration** from the top menu
2. On the left hand menu select **Member Options**, then **Note Types**
3. Click on the **Actions** menu, which is located on the right of the screen, and click **Add**



4. Give the Note Type a title, and click **Save**



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