

Contacts for Parent Organisations

This page allows a club to designate one or more contacts to receive communications from the affiliated parent organisations.

It also provides an option to list club personnel in the [PDF handbook](#) generated by the association/parent organisation.

To set up or modify a designated contact for a parent organisation:

Maintain Contacts for Parent Organisation(s)

[Return to Child Organisations screen](#)




This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the [PDF Handbook](#).

Selected Parent Organisation:

Netball Victoria

[Add a new designated contact](#)

The following participants are the designated contacts for: **Netball Victoria**

NAME	EMAIL	MOBILE PHONE	OPTIONS
			<div><input checked="" type="checkbox"/> Receive Email</div> <div><input checked="" type="checkbox"/> Receive SMS</div> <div><input type="checkbox"/> List in PDF handbook</div> <div><input type="checkbox"/> Remove</div>

Update All Changes

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.
People listed above should have either an email address, or mobile phone number entered.

- Select a parent organisation from the dropdown list.
- Use **Add a new designated contact** to select a person from the dropdown list of person records that appears. (you can also include records that do not have a current role in the system by). Use the **Add** button to finalize selection of the person (or **Cancel** to cancel the addition).
- Update **Options** to indicate whether the designated contact should Receive Email, Receive SMS from the parent organisation and/or appear in the [PDF Handbook](#).
- Use the **Remove** option to delete an already designated contact.
- No changes are saved until the **Update all changes** button is clicked.



Note

People listed should have either an email address, or mobile phone number against their record. If not, the record will be shown with a light red background (meaning there is no way to contact that person). If the List in PDF Handbook option is checked, a Title can optionally be entered (such as Delegate/Secretary) to appear in the PDF handbook for that person.