

## How do I create Venues?

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Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. To add a Venue, hover over Competitions and click Venues.

Dashboard	Members	Competitions	Clubs	Teams	Communications	Registrations	Reports			
Online Competit		Publish to Web Awards Clash Resolution Competition Exception Dates Hide Competition Rounds/Dates Ladder Adjustments Fixture Grid Fixture Groups Media Reports Venues Venue Time Allocation Bulk Match Change Bulk Competition Change		Contacts <u>Edit</u> President (PRIMARY CONTACT) <u>test@foxsportspulse.com</u>						
				ger or you wish to provide any feedback please contact us by Subm						
Dashboar	d <u>Configure</u>	Bulk Ladder Rebuild Bulk Fixture Genera								

## 2. Click on the Add a Venue button in the top right hand corner.

Venues										
Showing - Name including Active \$										
	Venue Name	Abbreviation	Venue Type	Suburb	Status	Splits	Start Times	Exception Dates	Users	External ID
EQ.	Court 1	CRT1			1	<u>View</u>	View	View	<u>Users</u>	
EQ.	Court 2	CRT2			S	View	View	View	Users	
6	Court 3				5	View	View	View	Users	

3. Enter the details in as required. If you include a Street Address, Suburb and Postcode then a Google Map of this venue will appear on this Venue's page on your website enabling players and supporters to find the venue a lot easier.

Add New Venue							
<u>Click here</u> to return to list of Venues							
To modify this information change the information in the boxes below and when you have finished press the <b>'Update Venue'</b> button. <b>Note:</b> All boxes marked with a o are compulsory and must be filled in.							
Venue Details	/enue Details						
Venue Name:	○						
Active?:							
Abbreviation Name:							
Venue Type:							
Address 1:							
Address 2:							
Suburb:							
State:							
Postal Code:							
Country:							
Phone:							
Phone 2:							
Fax:							
Local Government Area:							
Map Number (Printed Map):							
Map Reference (Printed Map):							

