



Baseball Victoria

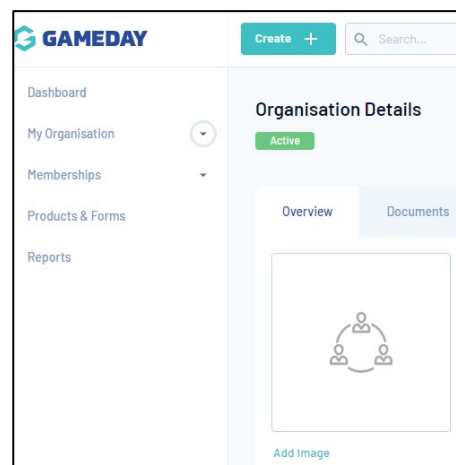
SPORTSTG – UPDATE ORGANISATION DETAILS

How to update your club logo

Select My Organisation
Organisation Details
Add Image

Recommended image size:
200 x 200 pixels

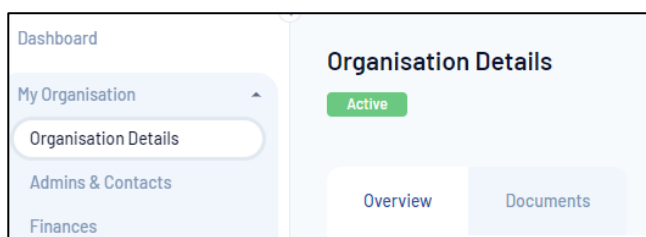
Documents such as Certificate of Incorporation can also be uploaded into the **Documents** tab.



How to update your club contact details

My Organisation
Organisation Details
Overview

Here you can update: physical address, mailing address, contact and other details



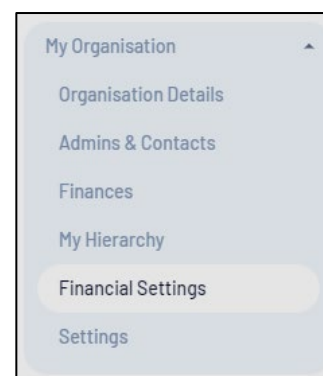
Click **SAVE** after any changes – bottom right of screen.



How to update your club bank details

Only the treasurer can access the financial settings

Select My Organisation
Select Financial Settings
Select Bank Details and **Add Bank Account**
Enter all information and click **SAVE**



NOTE: Only 1 bank account can be the default one. All other bank accounts can be additional.

If you tick the **default bank account checkbox** on any other bank account details this will override the existing default one.

NOTE: the account name must have no special characters.