

# # Football Australia

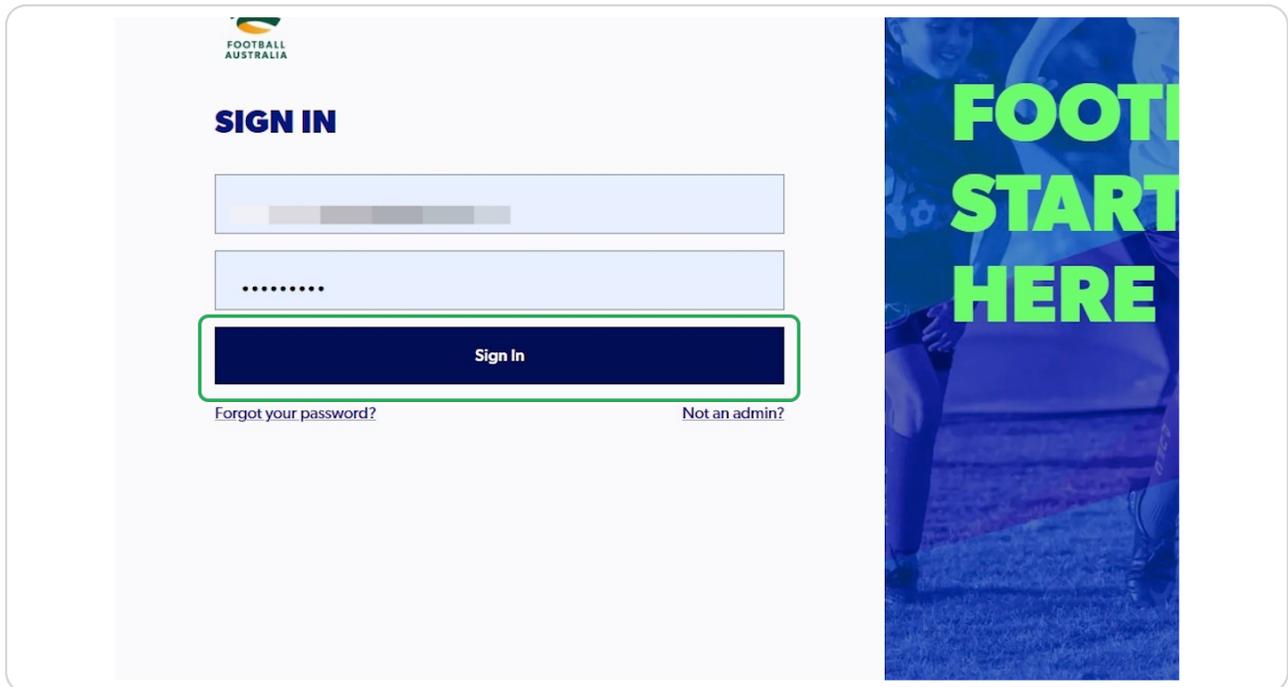
6 Steps

Use this article for assistance with setting a Primary Contact for your organisation

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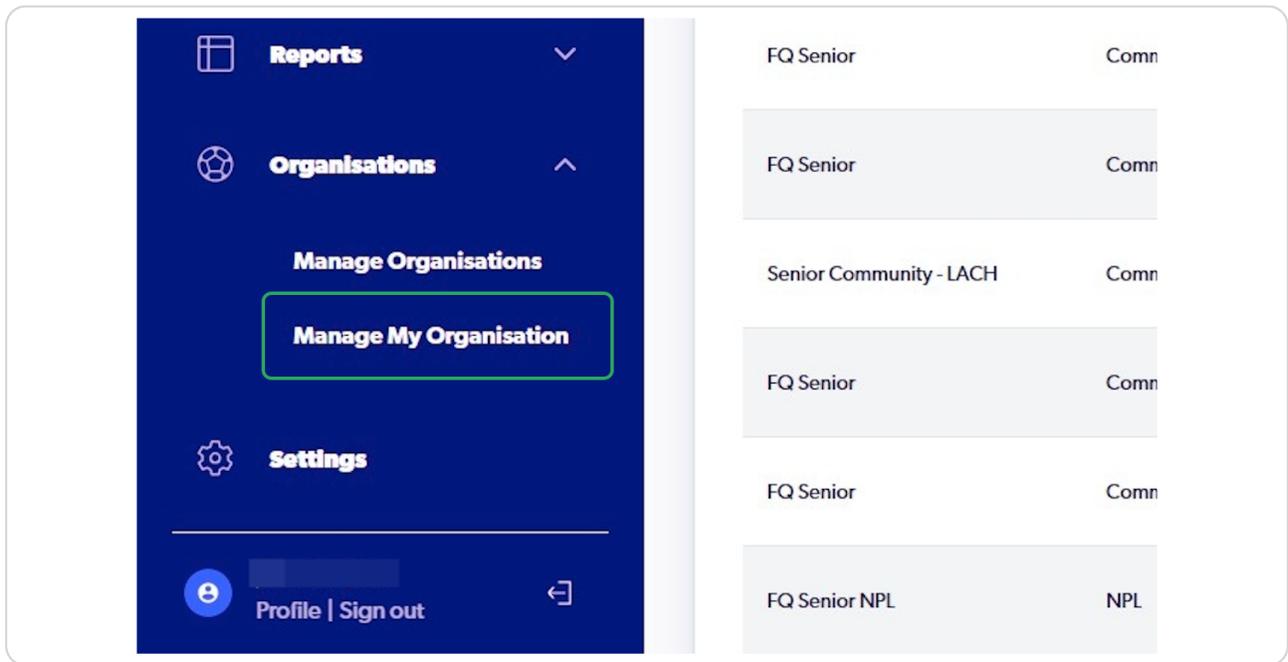
## STEP 1

### Sign into your PlayFootball Admin account



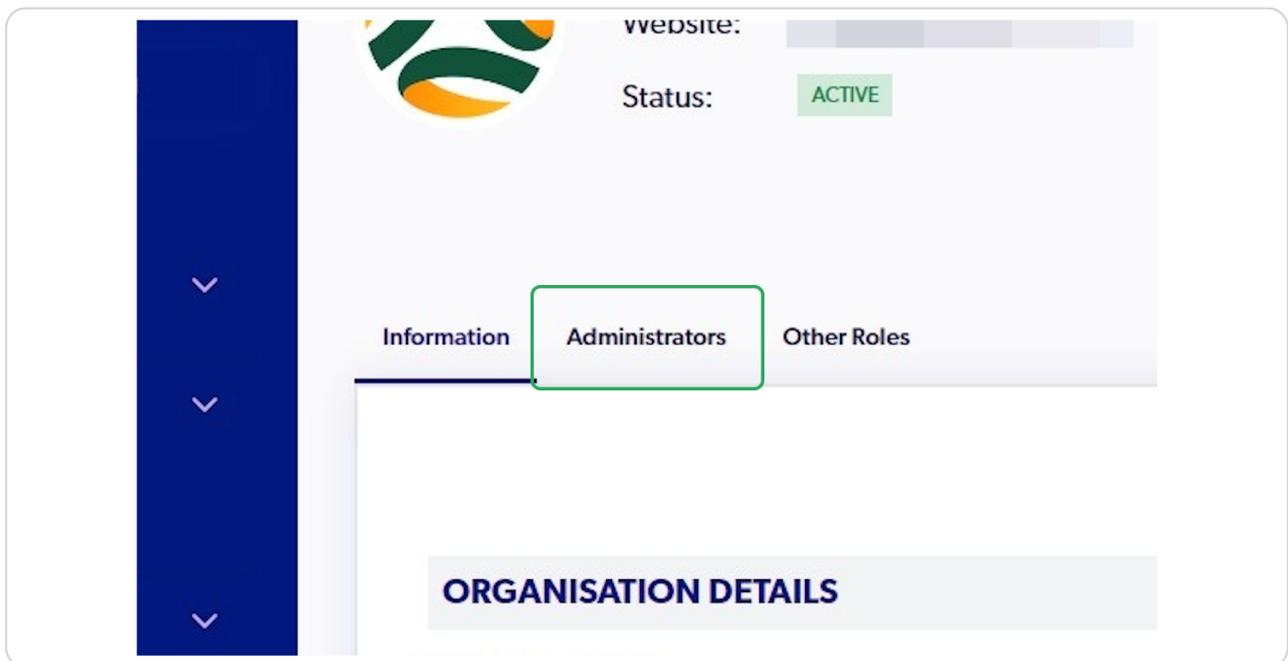
STEP 2

Select Organisations and Click on "Manage My Organisation"



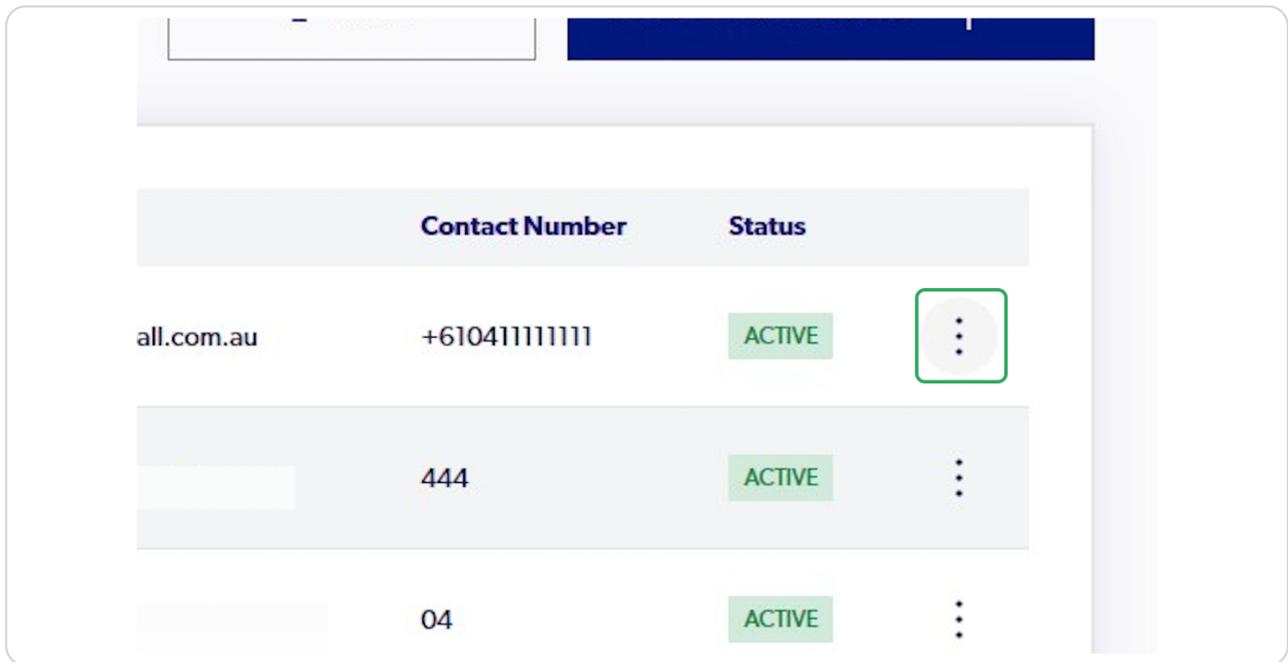
STEP 3

Click on "Administrators"



STEP 4

Click on "More" (Three Dots)

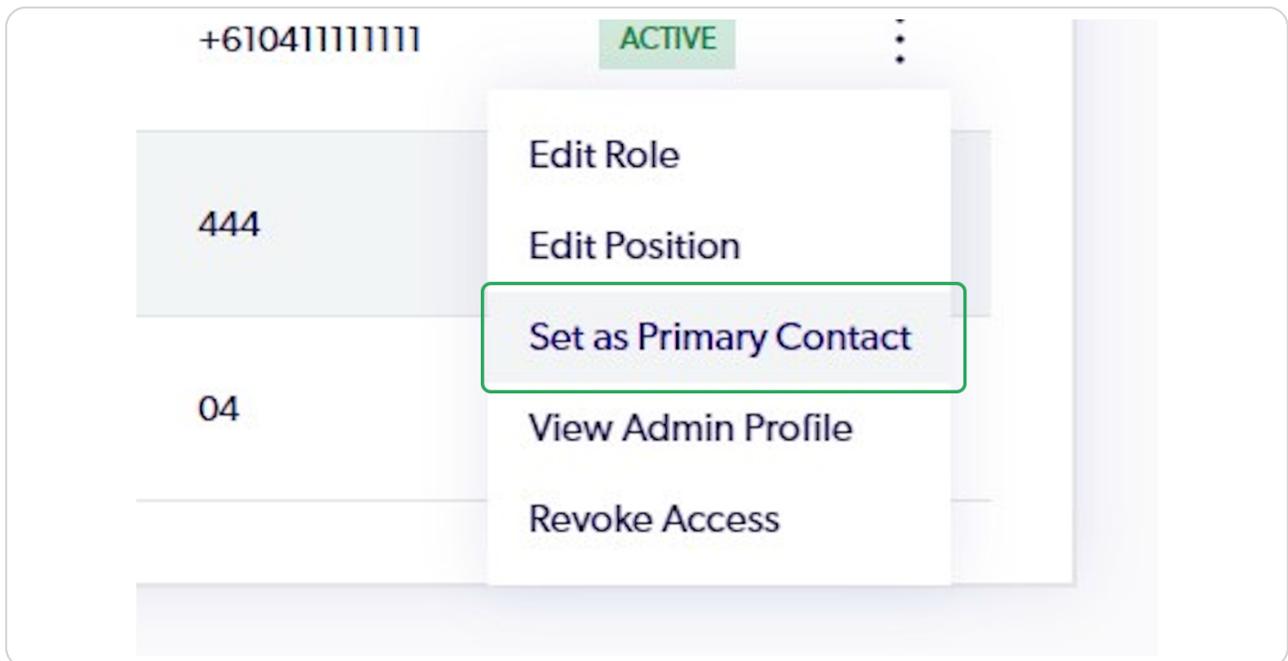


A screenshot of a contact list table. The table has two columns: 'Contact Number' and 'Status'. The first row shows 'all.com.au' with contact number '+610411111111' and status 'ACTIVE'. A green box highlights the three-dot menu icon to the right of this row. Below it, two other rows are partially visible, one with '444' and another with '04', both with 'ACTIVE' status and three-dot menu icons.

Contact Number	Status
all.com.au +610411111111	ACTIVE
444	ACTIVE
04	ACTIVE

STEP 5

Click on "Set as Primary Contact"



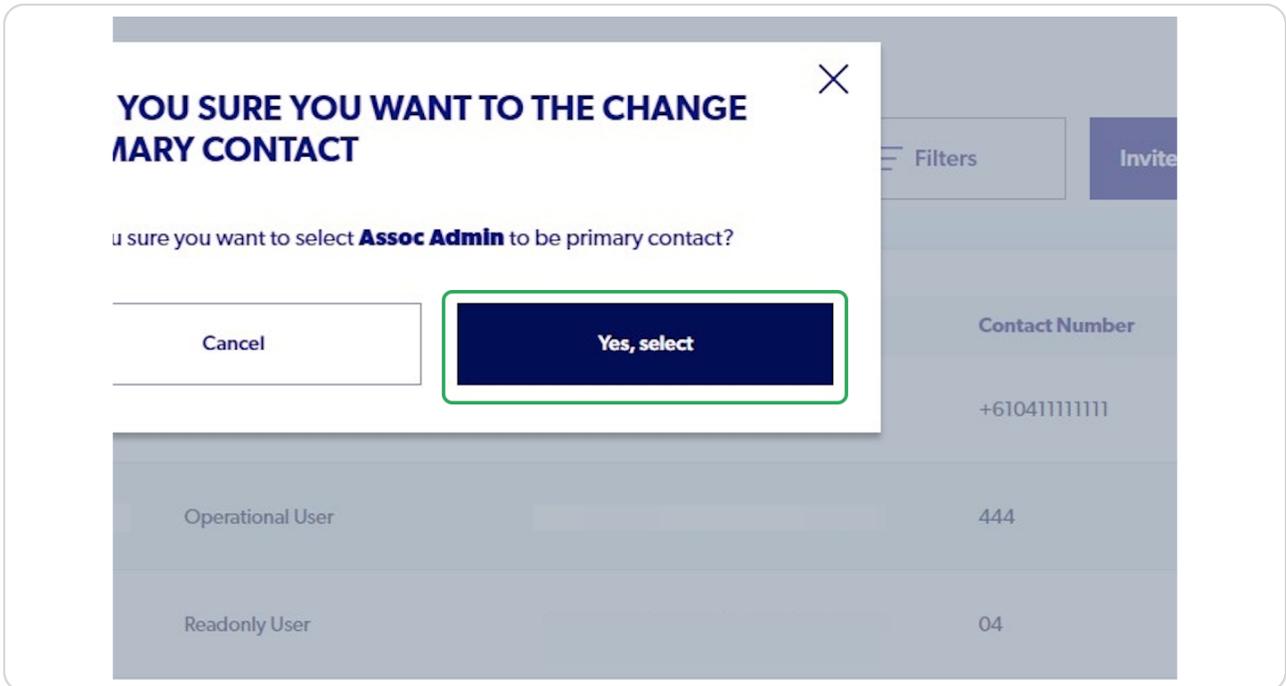
A screenshot showing the 'More' menu for the first contact. The menu is open, displaying several options: 'Edit Role', 'Edit Position', 'Set as Primary Contact', 'View Admin Profile', and 'Revoke Access'. The 'Set as Primary Contact' option is highlighted with a green box. The background shows the contact list table with the first row selected.

Contact Number	Status
+610411111111	ACTIVE
444	
04	

- Edit Role
- Edit Position
- Set as Primary Contact**
- View Admin Profile
- Revoke Access

STEP 6

Click on "Yes, select"



**PLAY FOOTBALL**