

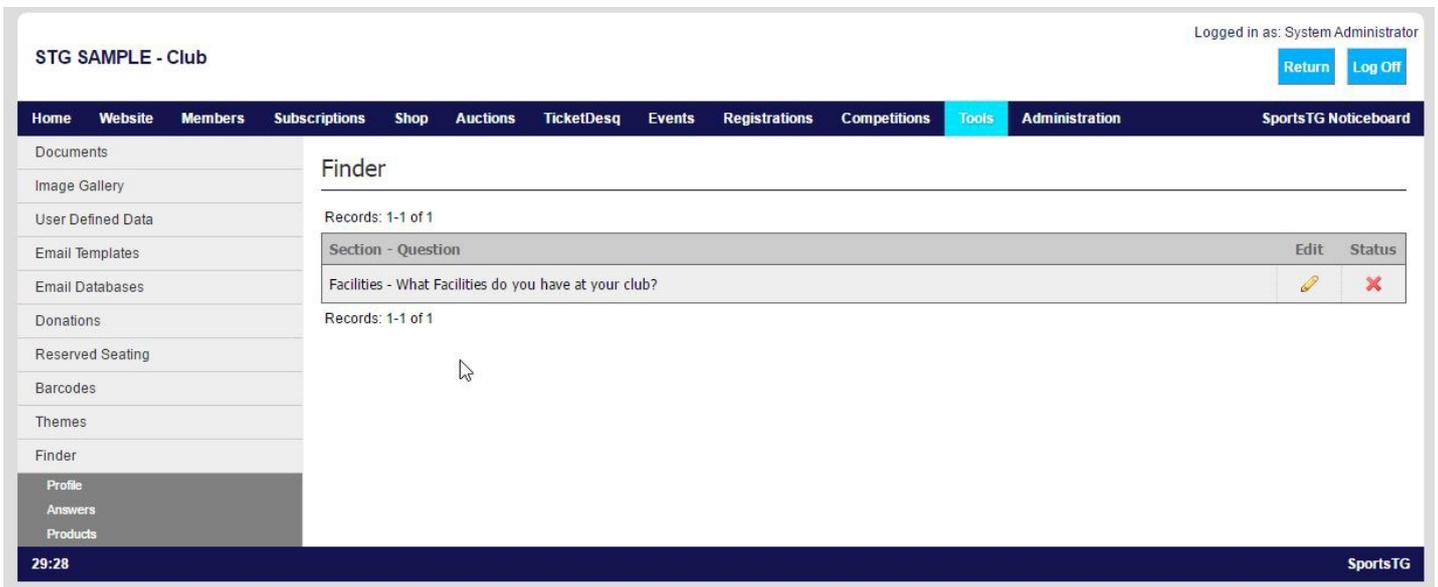
Updating the Answers for your Club Finder

Last Modified on 01/09/2016 4:10 pm AEST

Quick Steps: Tools > Finder > Answers

This step is to be completed at the lowest level of the organisation structure, in most cases, this would be the club level.

1. Login to the console, and select **Tools** from the top menu
2. Along the left hand menu, click on **Finder**, then **Answers**
3. This will display the list of questions, which the higher entity has created for the club to answer



STG SAMPLE - Club Logged in as: System Administrator [Return](#) [Log Off](#)

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Finder

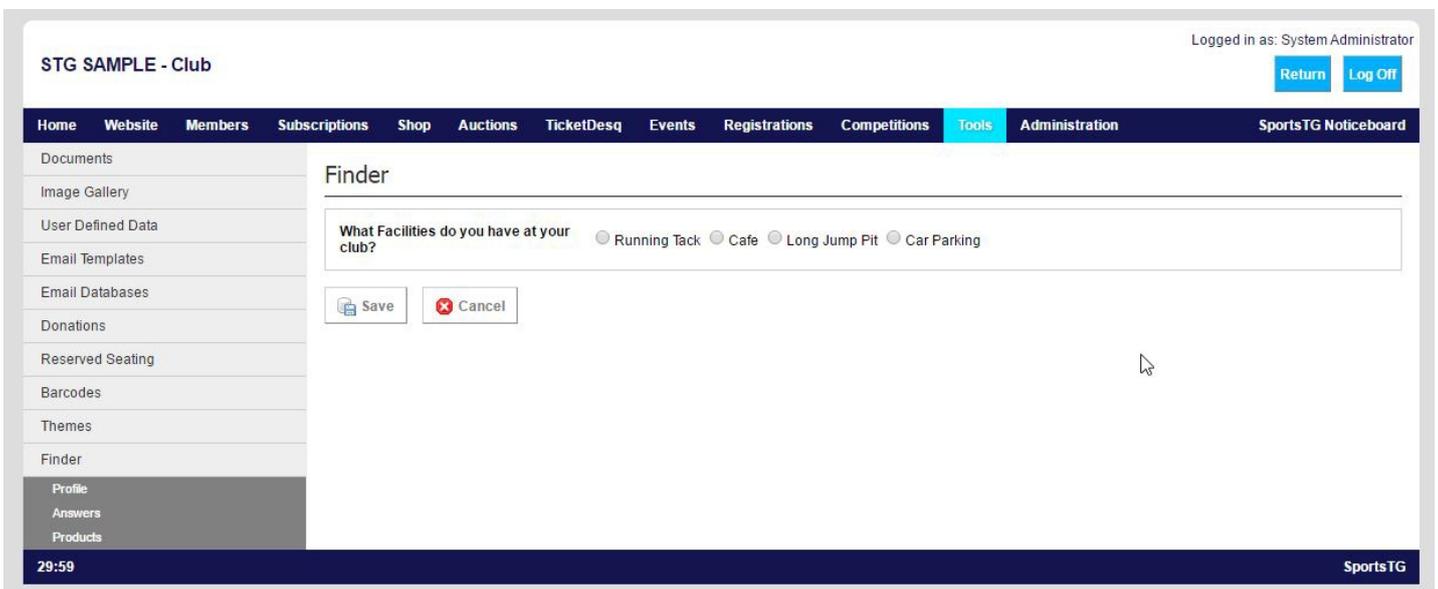
Records: 1-1 of 1

Section - Question	Edit	Status
Facilities - What Facilities do you have at your club?		

Records: 1-1 of 1

29:28 SportsTG

4. Click on the **Edit** icon, and complete the relevant details to your organisation



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Themes
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Finder

What Facilities do you have at your club? Running Track Cafe Long Jump Pit Car Parking

29:59 SportsTG

5. Once you have completed the required information, click **Save**.

6. To make this question display on your Club Finder profile, ensure the status icon is a green tick.

The screenshot shows the 'STG SAMPLE - Club' administration interface. At the top right, it says 'Logged in as: System Administrator' with 'Return' and 'Log Off' buttons. A navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools' (highlighted), and 'Administration'. A 'SportsTG Noticeboard' link is on the far right. A left sidebar lists various tools: Documents, Image Gallery, User Defined Data, Email Templates, Email Databases, Donations, Reserved Seating, Barcodes, Themes, Finder (selected), Profile, Answers, and Products. The main content area is titled 'Finder' and shows 'Records: 1-1 of 1'. Below this is a table with one row: 'Facilities - What Facilities do you have at your club?'. The table has columns for 'Section - Question', 'Edit' (with a pencil icon), and 'Status' (with a green checkmark icon). Below the table, it says 'Records: 1-1 of 1'. At the bottom left, the time is '29:57' and at the bottom right, it says 'SportsTG'.

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