

TOURCUE ORGANIZER GUIDE

Organizations & Account

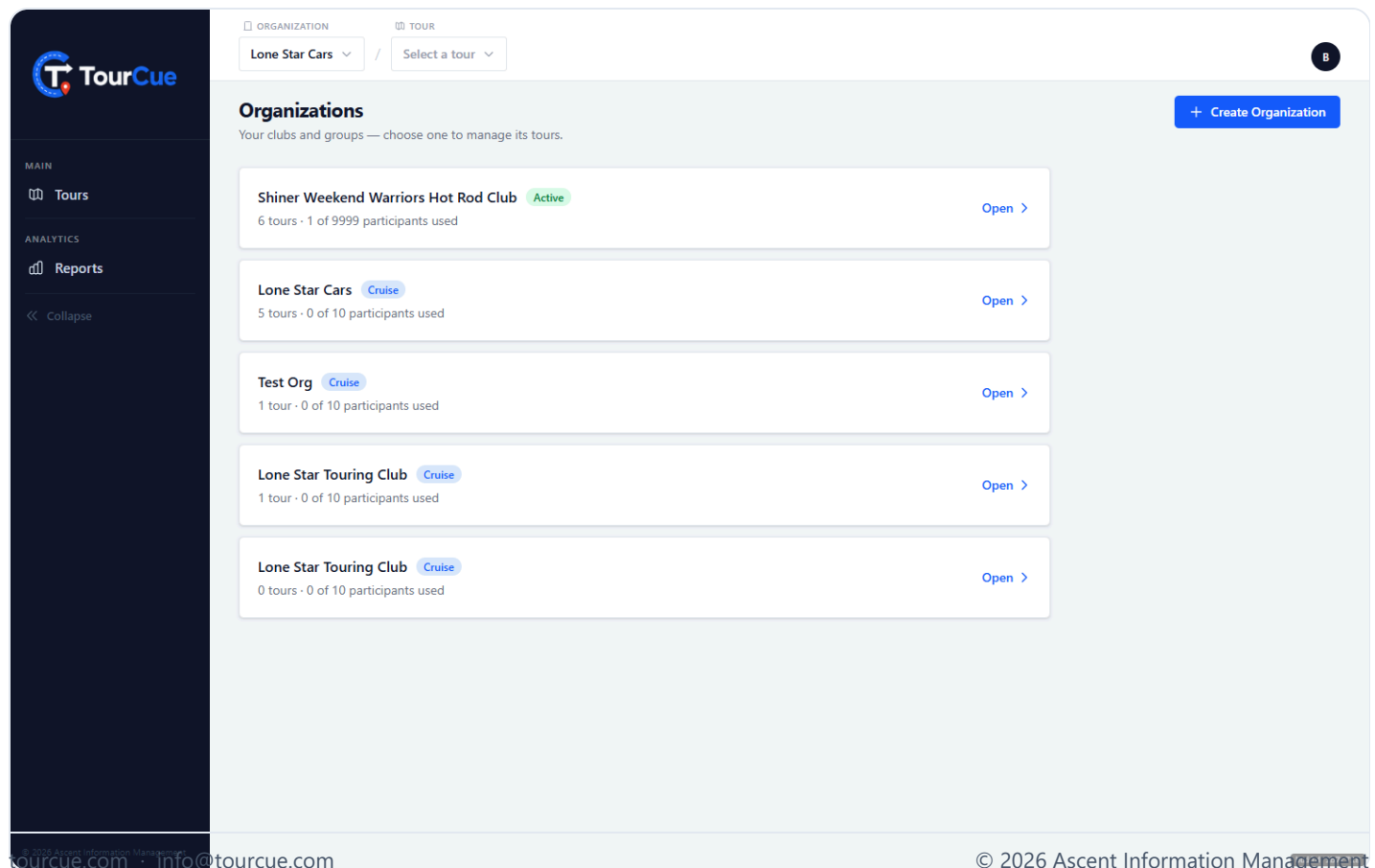
One login can run many clubs. Here's how organizations and your personal account fit together.

► Watch the walkthrough video

► **Watch the video:** <https://www.tourcue.com/guides/02-organizations-and-account>

1 Organizations

Each organization — your club or company — keeps its own tours, billing, and participants. Switch between them with the org switcher at the top of the sidebar.



The screenshot shows the TourCue web application interface. On the left is a dark sidebar with the TourCue logo and navigation links: MAIN (Tours), ANALYTICS (Reports), and a Collapse button. The main content area has a top header with 'ORGANIZATION' and 'TOUR' tabs, and dropdown menus for 'Lone Star Cars' and 'Select a tour'. Below this is the 'Organizations' section, which includes a '+ Create Organization' button and a list of organizations. Each organization card displays the name, status (Active or Cruise), tour count, participant count, and an 'Open' link.

Organization	Status	Tours	Participants	Action
Shiner Weekend Warriors Hot Rod Club	Active	6	1 of 9999	Open >
Lone Star Cars	Cruise	5	0 of 10	Open >
Test Org	Cruise	1	0 of 10	Open >
Lone Star Touring Club	Cruise	1	0 of 10	Open >
Lone Star Touring Club	Cruise	0	0 of 10	Open >

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2 Billing & quick messages

Each organization has its plan and license, your billing profile, and organization-wide quick messages that every tour can reuse on event day.

3 Your account & 2FA

Your personal profile and security live under Settings. Organizer accounts use two-factor authentication — keep your recovery method safe, because TourCue staff cannot bypass it for you.

The screenshot displays the TourCue web application interface. On the left is a dark sidebar with the TourCue logo and navigation links: 'Tours', 'ACCOUNT' (with sub-links for 'Profile' and 'Security & 2FA'), and 'Collapse'. The main content area has a header with 'ORGANIZATION' (Lone Star Cars) and 'TOUR' (Select a tour) dropdowns, and a user profile icon. Below this is the 'ACCOUNT' section titled 'Account Settings'. The 'Profile' subsection includes fields for 'Full Name' (Bob Cowan), 'Phone (optional)' (+1 (555) 000-0000), 'Club Type (optional)' (Select club type...), 'City (optional)' (e.g. Nashville), 'State (optional)' (—), and 'Club Website (optional)' (https://yourclub.com). The 'Email' field shows bobby.cowan@aessus.com with a 'Change email' link. It also notes 'Member since April 2026' and a 'Save Changes' button. The 'Security & 2FA' subsection is partially visible at the bottom, with the heading 'Change Password'. A footer bar at the bottom left shows '© 2026 Ascent Information Management' and the bottom right shows 'build 167c718'.