

## How do I add a new Contract to a member?

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As a club administrator of a sport using Contract Management features in GameDay Passport, you can submit a new contract and add the contract details and document to a member's record in your club's Passport database.

To add a new Contract and attach it to a member from club-level:

1. From your organisation dashboard, open the Members menu, then select CONTRACTS

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288	Members		*				
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## 2. Click ADD

st Co	ontra	cts										
								Showir	ng Title Including	Season 2023	Status Active	ADD
	ID	Title	Туре	Member	Season	Acti	Loc	Start	End	Submitted	Last Edited	Docs
đ	021162	Myles Gray 1	Short Term	Myles Gray	2023		-	01/01/2023	01/01/2024	17/10/2023 1	17/10/2023 1	View Docs
đ	021163	Colton Baile	Long Term	Colton Bailey	2023			01/01/2024	01/01/2027	17/10/2023 1	17/10/2023 1	View Docs

- 3. Enter the following information:
  - Member Name: Select the relevant member from your existing member database
  - Contract Name
  - **Contract Type**: Select a Contract Type from a list of existing contract types from your association's database
  - Contract Start/End Date

Details		
Member Name	GRAY, Myles(1988-05-25)	
Contract Name*	Myles Gray 1-Year Contract	
Contract Type*	Full Time	
Contract Start Date*	01/01/2024	
Contract End Date*	01/01/2025	
Pending?	Yes	
Active?	Yes	
Locked?	Yes	

## 4. Click UPDATE CONTRACT SUBMISSION

5. On the next page,