

How do I grant a user with access to my database?

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Overview

Existing Passport administrators can authorise other users to have access to their database and any levels below it in a hierarchy through the **User Management** feature. There is no limit to the number of administrators that can be granted access to a database.

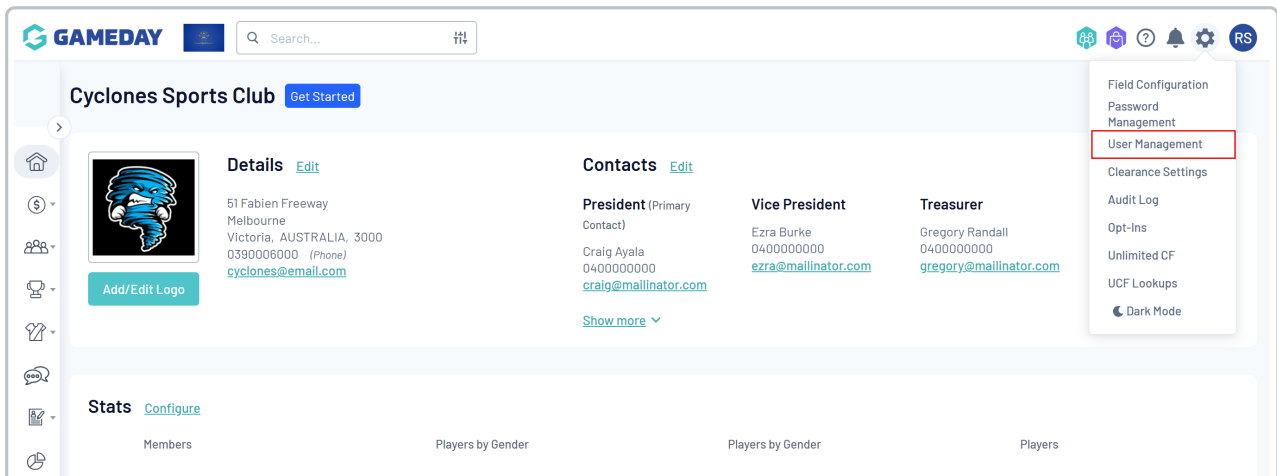


Note: GameDay is not authorised to grant user access to Passport databases. User access is managed and granted by your sport. Please contact your sporting body or organisation directly to be granted access.

Step-by-Step

Step 1: Access User Management

From your Passport dashboard, click the **Settings Cog**, then select **USER MANAGEMENT**.



Step 2: Enter the New User's Email

In the **Grant A User Access** section, enter the email address associated with the new administrator's Passport account.



Note: In order to be authorised as an administrator, an individual must have a valid Passport account. Please read the [article here](#) for further instructions on signing up for a Passport account.

User Management - Club [?]

There are no authorised users for this Club.

Grant a user access

To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access

☐

Add

Step 3 (Optional): Set Restricted Access

If you want this administrator to have restricted functionality, tick the box next to **RESTRICTED ACCESS**. For more information on the changes this option enforces, please read the [Restricted Access article](#).

User Management - Club [?]

There are no authorised users for this Club.

Grant a user access

To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access

☒

Add

Step 4: Add the New User

Click **ADD** to grant the user access to the database.

User Management - Club ?

There are no authorised users for this Club.

Grant a user access

To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access ☒

Add

Watch