

Manage User Access to your Database

Last Modified on 28/03/2022 3:45 pm AEDT

Existing Membership administrators can authorise other users at their level of the database and below. There is no limit to the number of administrators that can be granted access to a database.

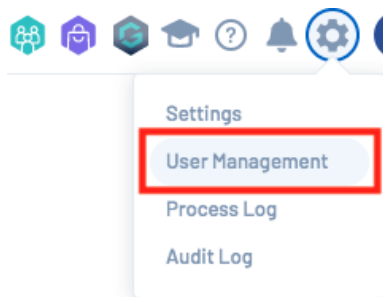
Important: GameDay are not authorised to grant user access to Membership Databases. User access is managed and granted by your sport. Please contact your Club/Association/League or State Body directly to be granted access. See also: [Access Levels](#)

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

Authorise an Association Level Administrator

To authorise an association-level administrator for your Membership database:

1. Sign in to GameDay Membership at the Association level.
2. Click on the Settings cog in the top right corner and from the drop-down menu select User Management.



3. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on Add.

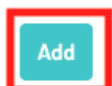
Grant a user access

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

Email Address:

Restricted Access

Contract/SalaryCap Access



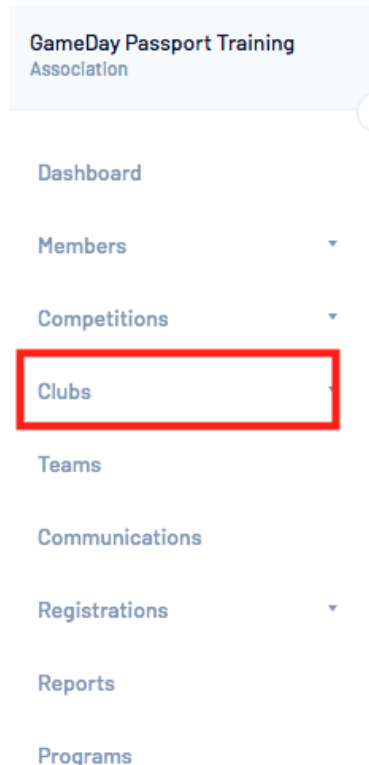
4. Full Access or Restricted

Access? See this article with full details of - [Restricted Access](#)

Authorise a Club Level Administrator

To authorise a club-level administrator for your Membership database:

1. Sign into Membership at either the Association or Club level. If you have logged in at Club level, skip to step 4.
2. If you are an Association Administrator - Click on **Clubs** in the menu. If you are a Club Administrator go to step 4



3. Click on the View icon next to the club for which you want to authorise an administrator.

Clubs in Association

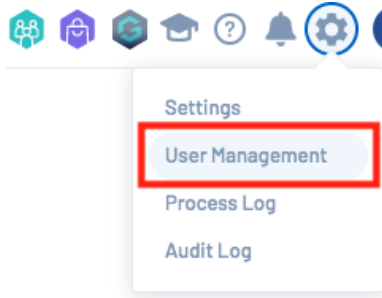
Showing Name Including Status **Active**

	Name	Contact	Phone	Email	Active?
	Arizona Hawks				<input checked="" type="checkbox"/>
	Arizona Outlaws				<input checked="" type="checkbox"/>
	Atlanta Kookaburras				<input checked="" type="checkbox"/>
	Austin Crows				<input checked="" type="checkbox"/>
	Baltimore Dockers				<input checked="" type="checkbox"/>

Showing all 20 rows

Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

4. The club's 'dashboard' will open. Click on the Settings cog in the top right corner and from the drop-down menu select User Management.



5. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on Add.

Grant a user access

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

Email Address:

Restricted Access

Contract/SalaryCap Access



6. Full Access or Restricted

Access? See this article with full details of - [Restricted Access](#)

Authorise a Team Level Administrator

To authorise a team-level administrator for your Membership database:

1. Sign into GameDay Membership at either the Association, Club or Team level. If you have logged in at the Team level, skip to step 4.
2. If you have logged in at the Association or Club level, click on **Teams** in the menu.

GameDay Passport Training
Association

Dashboard

Members

Competitions

Clubs

Teams

Communications

Registrations

Reports

Programs

3. Click on the View icon next to the team for which you want to authorise an administrator.

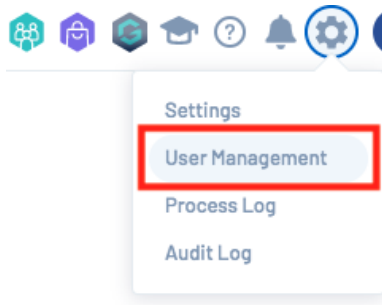
Teams in Association

Showing Name Including Season Age Group Status

	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Bears	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Bulldogs	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Bulls	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Cats	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Demons	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>

< < > > Showing all 40 rows Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

4. The team's 'dashboard' will open. Click on Settings in the main menu and from the drop-down menu select User Management.



5. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on **Add**.

Grant a user access

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

Email Address:

Restricted Access

Contract/SalaryCap Access



6. Full Access or Restricted

Access? See this article with full details of - [Restricted Access](#)

User Management

The User Management screen will allow you to manage the administrators that have access to your database.

A. Entering the Passport email address of a confirmed Passport user in this field and clicking on **Add** will grant the user access to the database via their Passport account.

B. Ticking the **Read Only Access** box will give that user the ability to sign in to the database to view information, but they will not be able to edit, add or delete any data.

C. Clicking on **Delete** next to a user's name will remove the user's access to the database. When they sign in to their Passport account they will no longer see the link to log into the database.
