



# GAMEDAY

## 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 below for further instructions on signing up for a Passport account:

[How to Sign Up For Passport](#)

#### 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.

#### Step 4: Add the New User

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

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## Watch & Learn

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