

How do I create a new Media Outlet?

Last Modified on 29/11/2023 1:13 pm AEDT

Media Outlets is a list of contacts of who receives the Media Reports that are sent out at scheduled times. You can have as many Media Outlets as you need and set which outlets receive which reports.

1. Click the Cog on the right hand side and then Settings.

Currently viewing new layout of GameDay Passport (BETA version). For more information <u>allok here</u> . Settings CameDay Passport Training	J 💭
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AuditLog	

2. Under Manage Competitions, click Media Outlets.

Configuration			
These configuration options all Manage Users and Security	ow you to modify the data and beha Configure Database Fields	aviour of the system. Setup Registrations	Manage Competitions
Password Management Permissions	Custom Fields Field Configuration Manage Lookup Information Member Packages Member List Display	<u>Age Groups</u> <u>Seasons</u> <u>Clearance Settings</u>	Statistics Templates Ladder Templates Fixture Templates Media Outlets Finals Eligibility Settings

3. From the Media Outlets page, click Add on the right hand side.

Med	lia C	utlets		Add
		Media Outlet	Email Addresses	Active Media Outlet
	a	test	test@example.com	

4. Fill out all necessary information and click Update Media Outlet.

Add New Media Outlet	
<u>Click here</u> to return to list of Media Outlets To modify, change the details in the boxes below, W	/hen you have finished, press the 'Update Media Outlet' button.
Note: All boxes marked with a * must be filled in.	
Details	
Name *	test
Email Addresses (separated by comma)*	test@example.com
Active	0
Update Media Outlet	

5. Once successful, the below screen will appear.

