

## How do I create a new Media Outlet?

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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<br>CameDay Passport Training | J 💭 |
|---|-----|
| GameDay Passport Training   |     |
| V Gamebay Passport maining Procession   |     |
|   |     |
| AuditLog  |     |

## 2. Under Manage Competitions, click Media Outlets.

| Configuration  |   |  |   |
|--|---|--|---|
| These configuration options all<br>Manage Users and Security | ow you to modify the data and beha<br>Configure Database Fields   | aviour of the system.<br>Setup Registrations                     | Manage Competitions   |
| Password Management<br>Permissions                           | Custom Fields<br>Field Configuration<br>Manage Lookup Information<br>Member Packages<br>Member List Display | <u>Age Groups</u><br><u>Seasons</u><br><u>Clearance Settings</u> | Statistics Templates<br>Ladder Templates<br>Fixture Templates<br>Media Outlets<br>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<br>To modify, change the details in the boxes below, W | /hen you have finished, press the <b>'Update Media Outlet'</b> button. |
| Note: All boxes marked with a * must be filled in.  |  |
| Details   |  |
| Name *  | test   |
| Email Addresses<br>(separated by comma)*  | test@example.com   |
| Active  | 0  |
| Update Media Outlet   |  |

5. Once successful, the below screen will appear.

