



How do I grant admin access to my Passport Website?

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Become a Website Editor

Before someone can become a Website Editor, they must firstly register online for a Passport (sign up [here](#)). Passport is an important process for ensuring the security of the websites.

To become the first website administrator of an association website, you must register with Passport and then contact GameDay. Alternately, if your website already has a website editor, this person can authorise you as an additional website editor themselves.

If you are a club, you **must** contact your Association for access.

There is no limit to the number of people that can become website editors of a website.

Club Editors

If your association has set up club and team websites, and you wish to become a club editor, you must contact the editor of your association site and provide them with your email address. They can then authorise you as a website editor of your club site.

Team Editors

To become a team editor, you must contact the editor of either your club or association site and provide them with your email address. They can then authorise you as a website editor of your team site. Both club and team editors must firstly register for a Passport before they can become website editors.

Adding new website editors

Once someone has granted you access to a website, you can then add other administrators from the club/association as well.

1. Scroll down to the bottom of the website and click **WEBSITE EDITOR**



2. Under the **Manage Settings** tab, click **AUTHORISATION**

Manage Display

Choose a Theme
Change the look of your site by choosing one of our existing templates. →

Colours
Change select colours for different elements of the site. →

Page Headers
Change which header appears at the top of the page. →

Comp Options
Change Comp Options →

Manage Settings

Authorisation
Use this section to set who is able to edit this site. →

Domain Names
Use this section to assign a domain name to your site. →

Site Statistics
View statistics about your site. →

Other Configuration
Other changes to the layout of the website including the name of the website and how the results display. →

3. Add the email address of the administrator to whom you are granting access to the **Add An Administrator** section, then click **ADD**

Authorisation [Back to Control Panel >](#)

The people below are authorised to edit this web site.
To delete a person press 'Delete' next to their name.

Name	Email
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Add an Administrator

To add an administrator type in their email address below and press the 'Add' button.
Any new administrator must have a confirmed [GameDay Passport](#). GameDay Passport is free of charge - for more information visit <https://passport.sportstg.com/>.

Email Address:

Add

Note: Administrators can only be added as administrators if they have a Gameday Passport account. Click [here](#), then use the **REGISTER** button to sign up today.