

# How do I upload Salary Cap information?

25/09/2025 3:34 pm AEST

Club and Association administrators have the ability to manage Salary Cap information for participants directly through Passport, which allows the controlling organisations to approve individuals for participation in accordance with Salary Cap parameters.



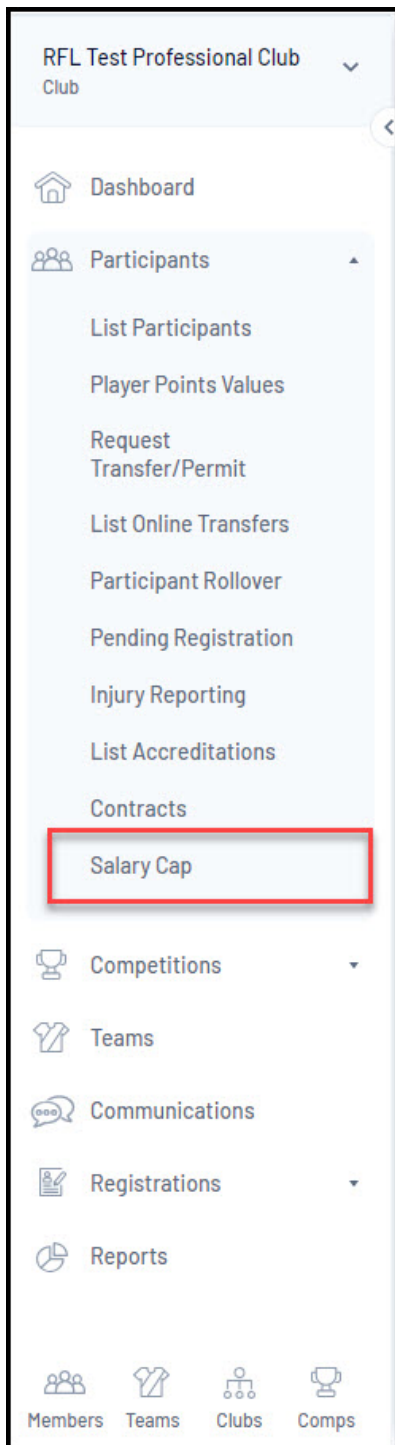
Note: If the Salary Cap option is not enabled for your database, please contact your governing body to discuss enabling the Salary Cap feature with their GameDay representative.

There are two key processes that need to occur at different access levels in order to accurately assign Salary Cap information:

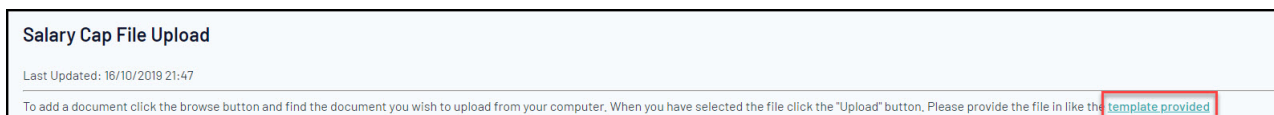
## Club Administrators

Club administrators can follow the process below to access their Salary Cap template:

1. In the left-hand menu, open the **Participants** menu > click **SALARY CAP**



2. Download the Salary Cap template by clicking the hyperlinked **TEMPLATE PROVIDED** text and opening the downloaded file in Excel.



This can then be sent directly to their governing body for approval and upload.

Once Salary Cap information has been uploaded for your Club, you will then be able to see:

**Last Updated Timestamp**

## Salary Cap File Upload

Last Updated: 16/10/2019 21:47

To add a document click the browse button and find the document you wish

### Salary Cap information

Salary Cap

Agreed Allowances

Additional Players Used

Log

#### Salary Cap Players

Player	Age	Salary	Pension	Bonuses	Benefits	Milestone	SCV	Review
Ikahihifo		140000	7000	0	14000	0	161000	0
Uate		125000	8000	0	4500	10000	147500	0
Ta'ai		130000	0	0	14000	0	144000	0
Matagi		120000	0	0	12000	0	132000	0
Gaskell		120000	0	5600	0	0	125600	0
Cudjoe		112500	0	5600	0	0	118100	0

### Agreed Allowances

Salary Cap

Agreed Allowances

Additional Players Used

Log

#### Agreed Allowances

Allowances	Reason	Amount
Club Trained Allowance		-60000
Welfare Allowance		-15000

### Additional Players Used (if any)

Salary Cap

Agreed Allowances

Additional Players Used

Log

#### Additional Players Used

Sorry there are no Additional Players entered

A Log of any updates made

Salary Cap	Agreed Allowances	Additional Players Used	Log
------------	-------------------	-------------------------	-----


### Log

Date	Change	1st Tier	Correspondence
1899-12-30		1963000	
2019-09-11	O Russell IN Loan Recalled	20000	25th HP
2019-09-11	R Butterworth OUT	-18750	No Longer 25th HP
2019-09-11	Current Position	1964250	
2019-09-11	T Holmes OUT Loan	-38850	Loan to Featherstone
2019-09-11	R Butterworth IN	18750	25th HP

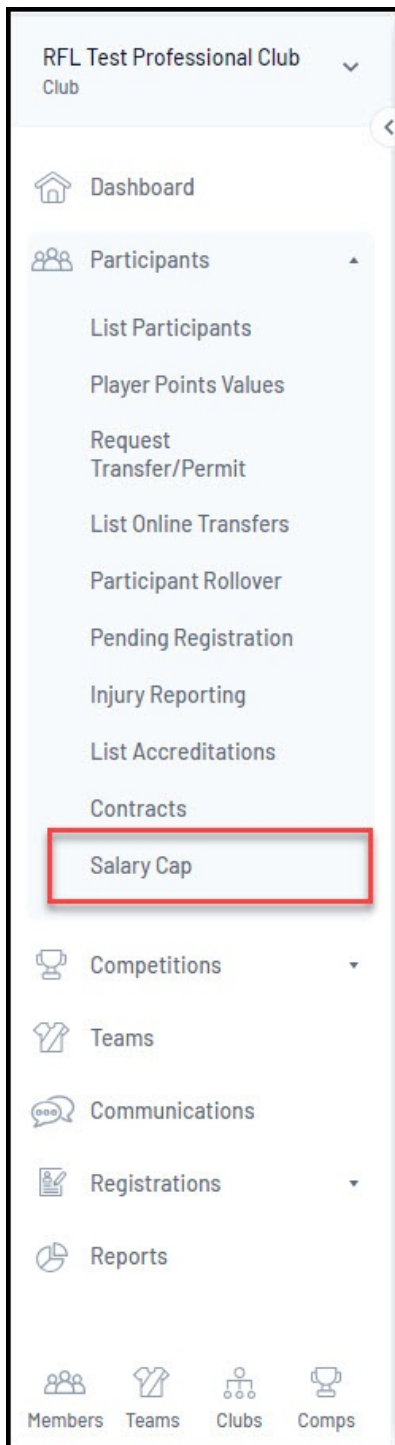
## League Administrators

League administrators have the ability to upload a Salary Cap file into the relevant Club database once the file has been reviewed and approved following the steps below:

1. Login to the relevant club database through **Club > List Clubs > LOGIN** (magnifying glass icon)

Clubs in League				
			Showing Name Including	Status
			<input type="text"/>	Active <span>▼</span>
Name	Contact	Phone	Email	Active?
 RFL Test Professional Club	Test Name	Club Phone	hello@mygameday.app	<input checked="" type="checkbox"/>

2. In the left-hand menu, open the **Participants** menu > Click **SALARY CAP**



3. Use the **Choose File** button to select the file you want to upload, then click the **UPLOAD** button.

### Salary Cap File Upload

Last Updated: 16/10/2019 21:47

To add a document click the browse button and find the document you wish to upload from your computer. When you have selected the file click the "Upload" button. Please provide the file in like the [template provided](#)

Choose file

No file chosen

Upload

Salary Cap

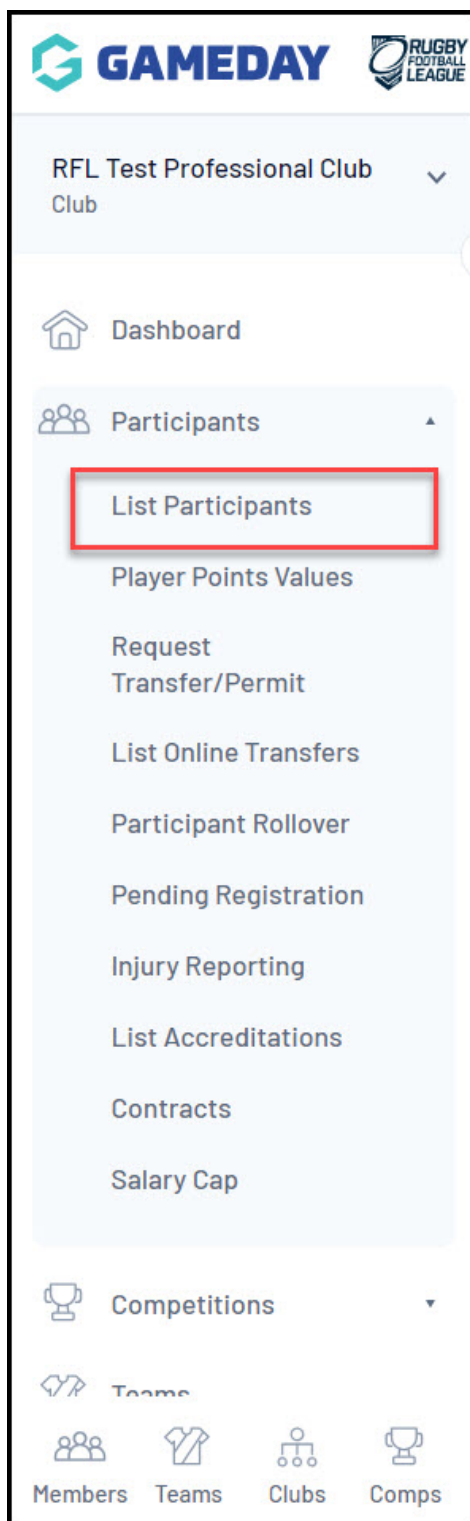
Agreed Allowances

Additional Players Used

Log

This will then upload all Salary Cap data from the file into the table shown on this page, which can then be viewed by club administrator.

4. League administrators can then manually mark individual participants as being 'included' in the Salary Cap by clicking **Participants** > **LIST PARTICIPANTS** from the Club database:



5. Tick the box in the **INC. SALARY CAP** column for the relevant participant:

ADD

Participants in Club

Showing Family Name Including

Season

Age Group

Club Status:

Member Type

Gender

	Family name	Legal Firstname	Active in League	Date of Birth	Town/City	Telephone Number (...)	Email	Inc. Salary Cap	Active in Club
	PERSON 1	Test	<input checked="" type="checkbox"/>	01/02/2003	MANCHESTER			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PERSON 10	Test	<input checked="" type="checkbox"/>	03/07/1998	MANCHESTER			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PERSON 11	Test	<input checked="" type="checkbox"/>	10/05/1997	MANCHESTER			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PERSON 12	Test	<input checked="" type="checkbox"/>	05/08/1999	MANCHESTER			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	PERSON 13	Test	<input checked="" type="checkbox"/>	02/11/1997	SYDNEY			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	PERSON 13	Test	<input checked="" type="checkbox"/>	02/11/1995	SYDNEY			<input type="checkbox"/>	<input checked="" type="checkbox"/>

This ensures that the participants are able to participate in competitions, and any participants that are not included in the Salary Cap may be restricted from selection in matches. These participants will be displayed in the **Match Results > Pre Game** screen of a given match in the **Not in Salary Cap** section.

The Dominators

Blackpool Panthers

⚙️

▼

🖨️

▼

Save Team Selection

Available Players

Selected Players

Cup Tied Players

Filter:

⌵

⌵

Auto Select Players

▼

Sort by: Name No. Position

OP= On Permit

Q= Finals Qualified

ALVAREZ, Wade (0003377181)

BARBER, Chantale (0003379192)

BEACH, Madaline (0003379101)

GAMBLE, Elton (0003379193)

HENSON, Maryam (0003379100)

Not in Salary Cap

ALVAREZ, Wade (0003377181)

BARBER, Chantale (0003379192)

BEACH, Madaline (0003379101)

HENSON, Maryam (0003379100)