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.

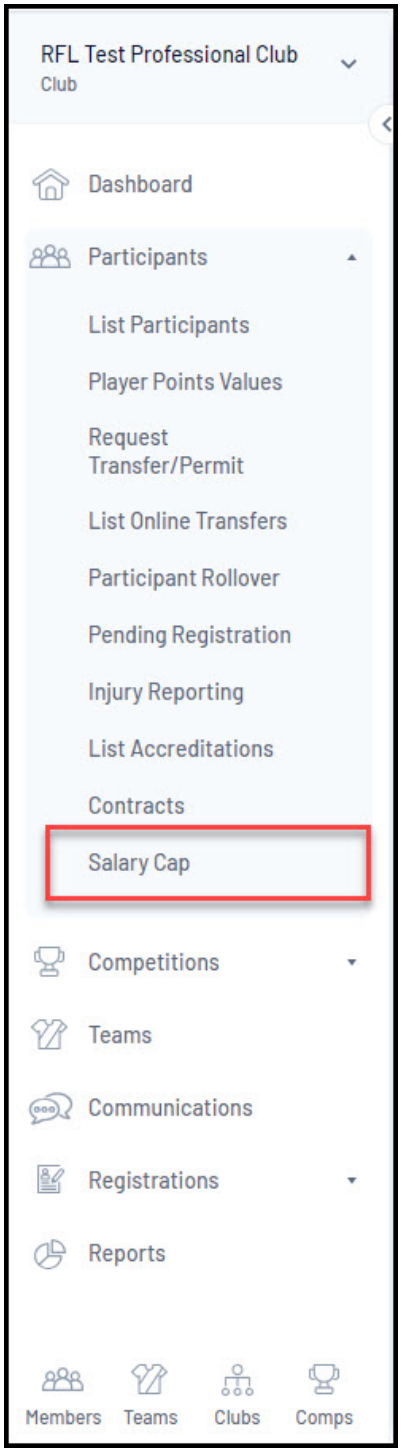
> Note: If the Salary Cap option is not enabled for your database, please contact your governing body to discuss enabling the Salary Cap feature with their GameDay representative.

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

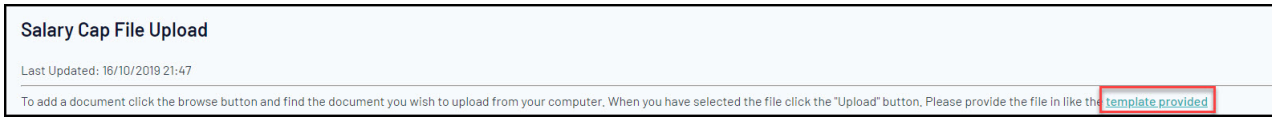
Club Administrators

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**



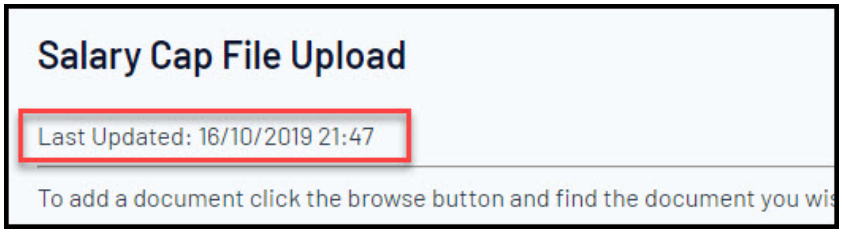
2. Download the Salary Cap template by clicking the hyperlinked **TEMPLATE PROVIDED** text and opening the downloaded file in Excel.



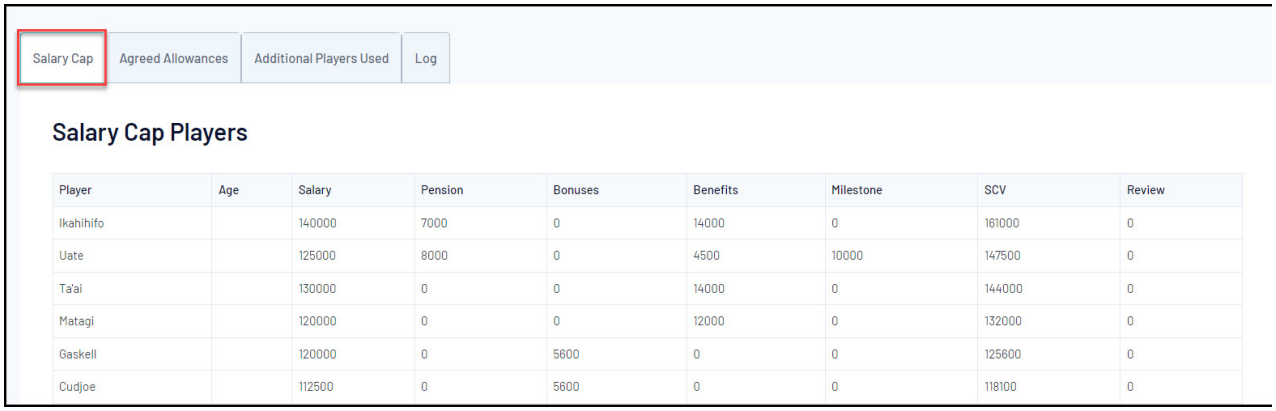
This can then be sent directly to their governing body for approval and upload.

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

Last Updated Timestamp



Salary Cap information



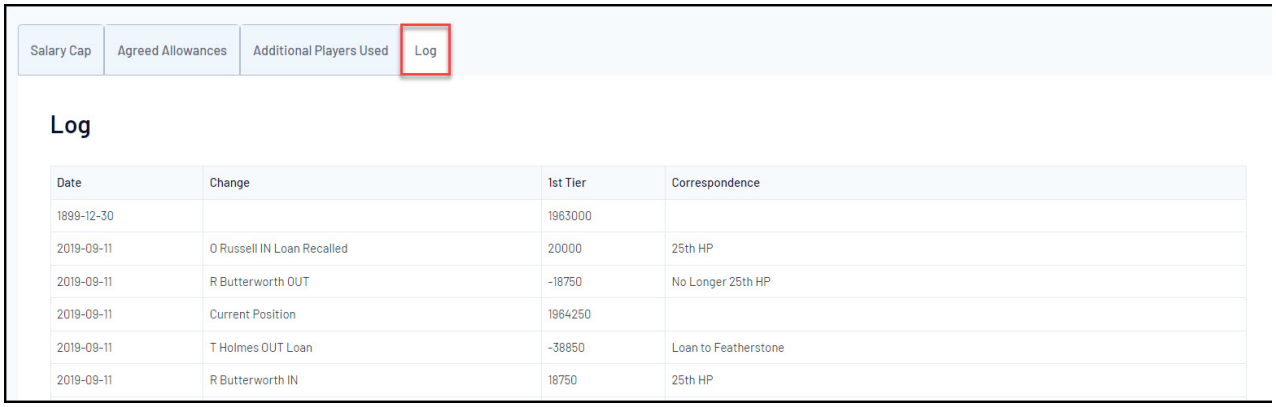
Player	Age	Salary	Pension	Bonuses	Benefits	Milestone	SCV	Review
Ikahihifo		140000	7000	0	14000	0	161000	0
Uate		125000	8000	0	4500	10000	147500	0
Ta'ai		130000	0	0	14000	0	144000	0
Matagi		120000	0	0	12000	0	132000	0
Gaskell		120000	0	5600	0	0	125600	0
Cudjoe		112500	0	5600	0	0	118100	0

Agreed Allowances

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

Additional Players Used (if any)

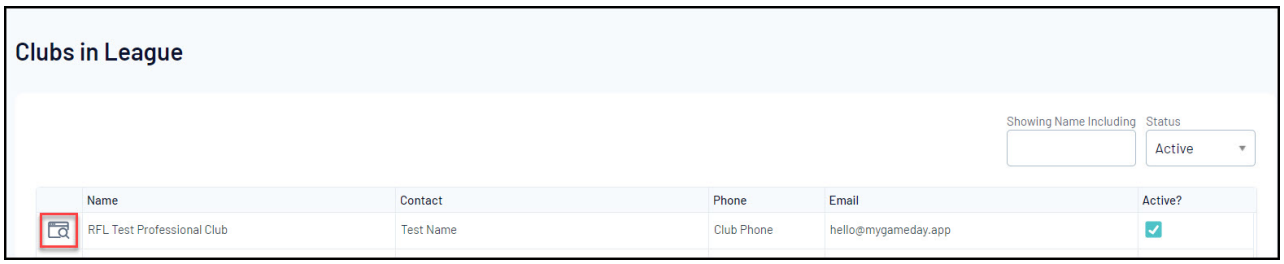
A **Log** of any updates made



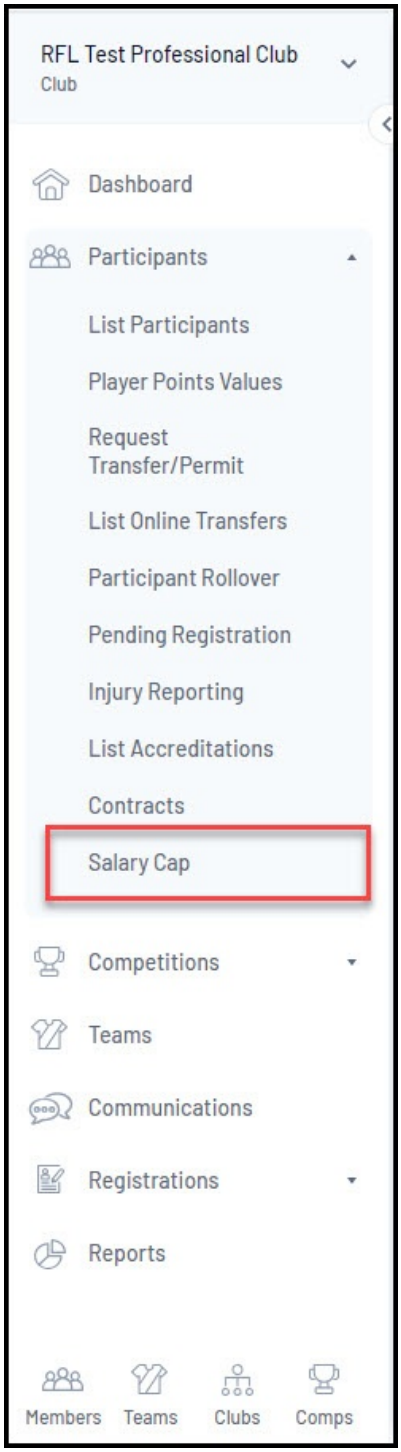
League Administrators

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:

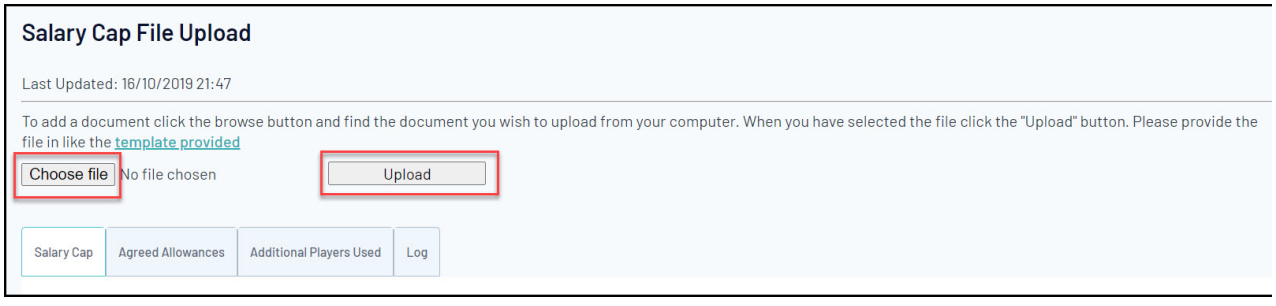
1. Login to the relevant club database through **Club** > **List Clubs** > **LOGIN** (magnifying glass icon)



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

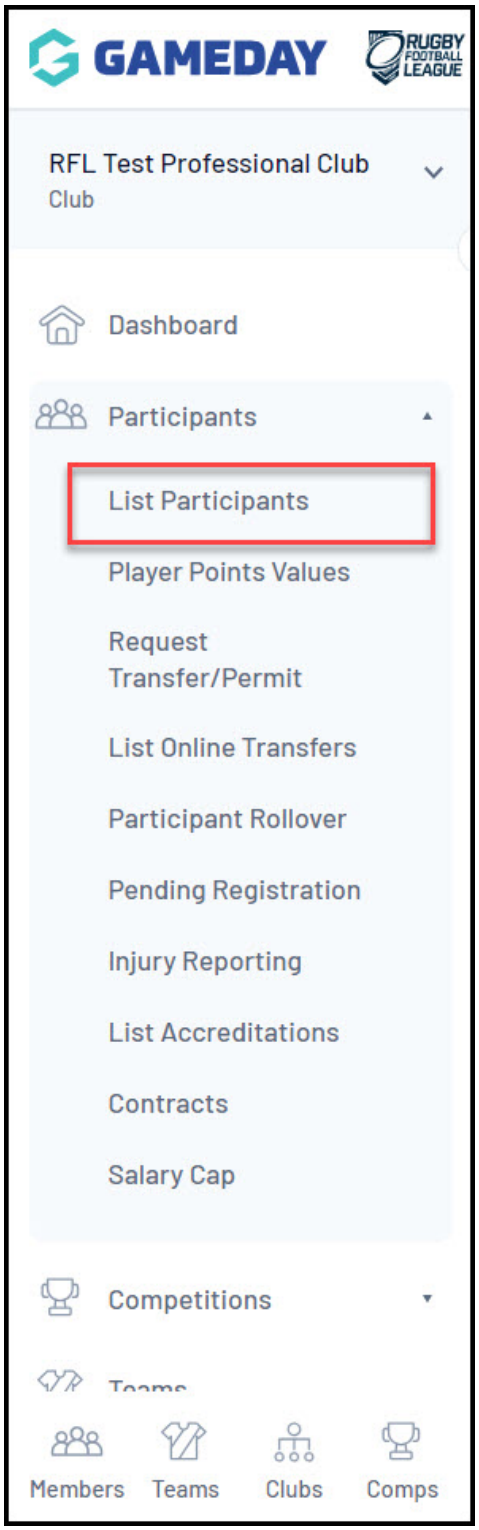


3. Use the **Choose File** button to select the file you want to upload, then click the **UPLOAD** button.

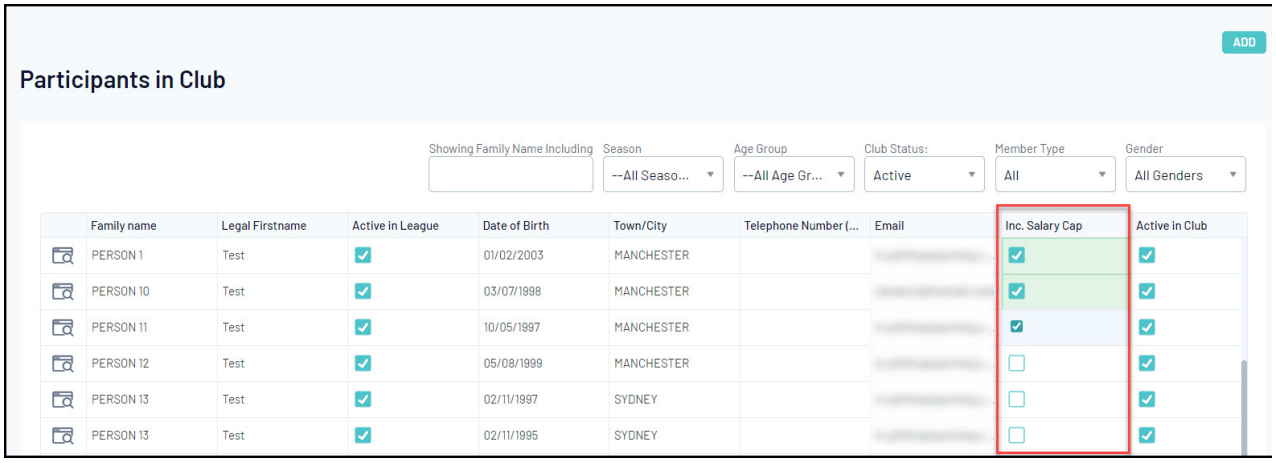
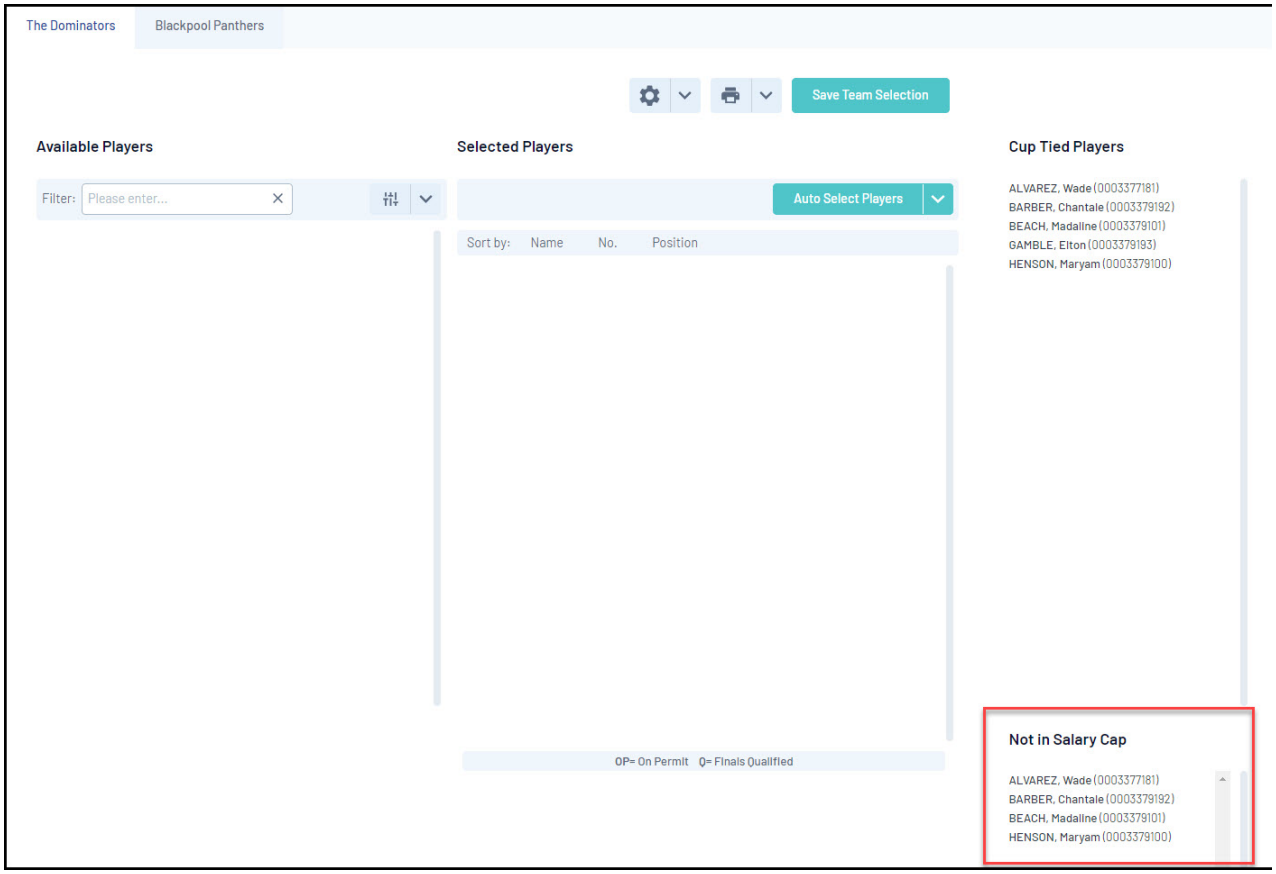


This will then upload all Salary Cap data from the file into the table shown on this page, which can then be viewed by club administrator.

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:



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.