

How do I grant Contract access to administrators?

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If your sport is managing Contracts through GameDay Passport, administrators can choose whether other new administrators have the ability to view and manage contract information when granting them access to the database.

To control Contract access for new administrators:

1. From your Organisation Dashboard, click the **Settings Cog** > **USER MANAGEMENT**

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Melbourne
VIC, AUSTRALIA, 3000
+61400100200 (Phone)
hello@mygameday.app

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Contacts [Edit](#)

President (Primary Contact)
Margaret Bell
0400100200
hello@mygameday.app

Treasurer
Melissa Boyle
0400100202
hello@mygameday.app

Vice President
Barry Driscoll
0400100201
hello@mygameday.app

Secretary
Barrett Ferguson
0400100203
hello@mygameday.app

Settings
User Management
Process Log
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Dark Mode

2. Under the **Grant a user access** section, enter the email address of the new user

Grant a user access

To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access ☐

Contract/SalaryCap Access ☐

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Note: Any new administrator must have an existing Passport account in order to be granted access to a Passport database



3. To grant access to view and manage Contracts, tick the **CONTRACT/SALARY CAP ACCESS** option

Grant a user access

To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access

☐

Contract/SalaryCap Access

☒

Add

4. Click **ADD**