How do I grant Contract access to administrators?

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**

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

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**