



## How do I grant Contract access to administrators?

Last Modified on 09/11/2023 1:19 pm AEDT

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**

The screenshot shows the 'GameDay Passport Training' dashboard. A search bar is at the top left. On the right, a settings menu is open, with 'User Management' highlighted in a red box. The dashboard content includes:

- Details** (with an 'Edit' link): 12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000. Phone: +61400100200. Email: [hello@mygameday.app](mailto:hello@mygameday.app). There is an 'Add/Edit Logo' button.
- Contacts** (with an 'Edit' link):
  - President (Primary Contact)**: Margaret Bell, 0400100200, [hello@mygameday.app](mailto:hello@mygameday.app)
  - Treasurer**: Melissa Boyle, 0400100202, [hello@mygameday.app](mailto:hello@mygameday.app)
  - Vice President**: Barry Driscoll, 0400100201, [hello@mygameday.app](mailto:hello@mygameday.app)
  - Secretary**: Barrett Ferguson, 0400100203, [hello@mygameday.app](mailto:hello@mygameday.app)

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

The 'Grant a user access' form includes the following elements:

- Grant a user access** (Section Header)
- Instruction: To grant access to a user they must hold a confirmed GameDay Passport.
- Email Address** (Text label next to a text input field, which is highlighted with a red border)
- Restricted Access** (Text label next to an unchecked checkbox)
- Contract/SalaryCap Access** (Text label next to an unchecked checkbox)
- Add** (Teal button)

**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**

---