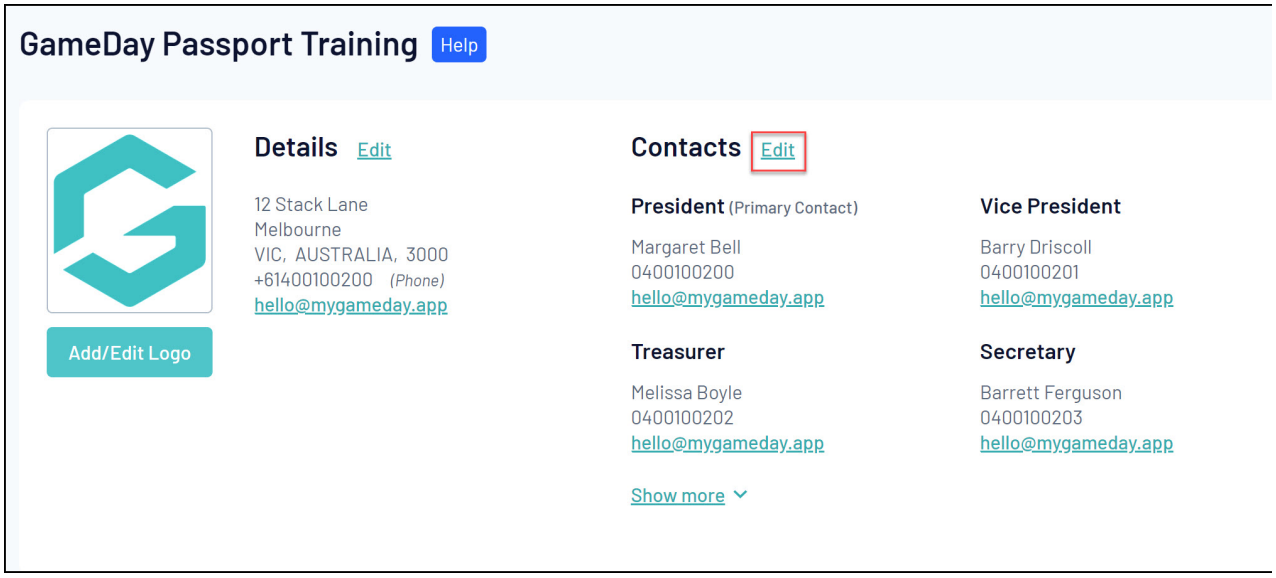
How do I allow organisation contacts to receive Contract notifications?

25/09/2025 3:37 pm AEST

If your sport is managing Contracts through GameDay Passport, administrators can choose whether their organisation contacts will receive automatic notifications related to contract updates processed within the organisation's database.

To allow a contact to receive automatic Contract notifications:

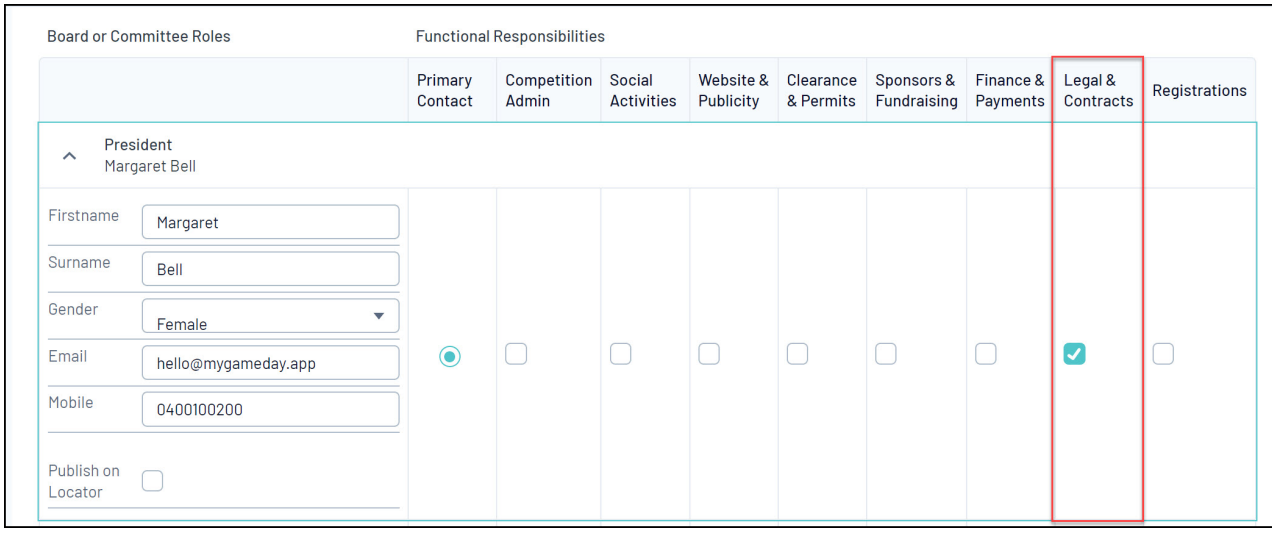
1. From your organisation database, click the **EDIT** button next to the Contacts section. If you do not have any organisation contacts, click here to learn how to add them to your database.



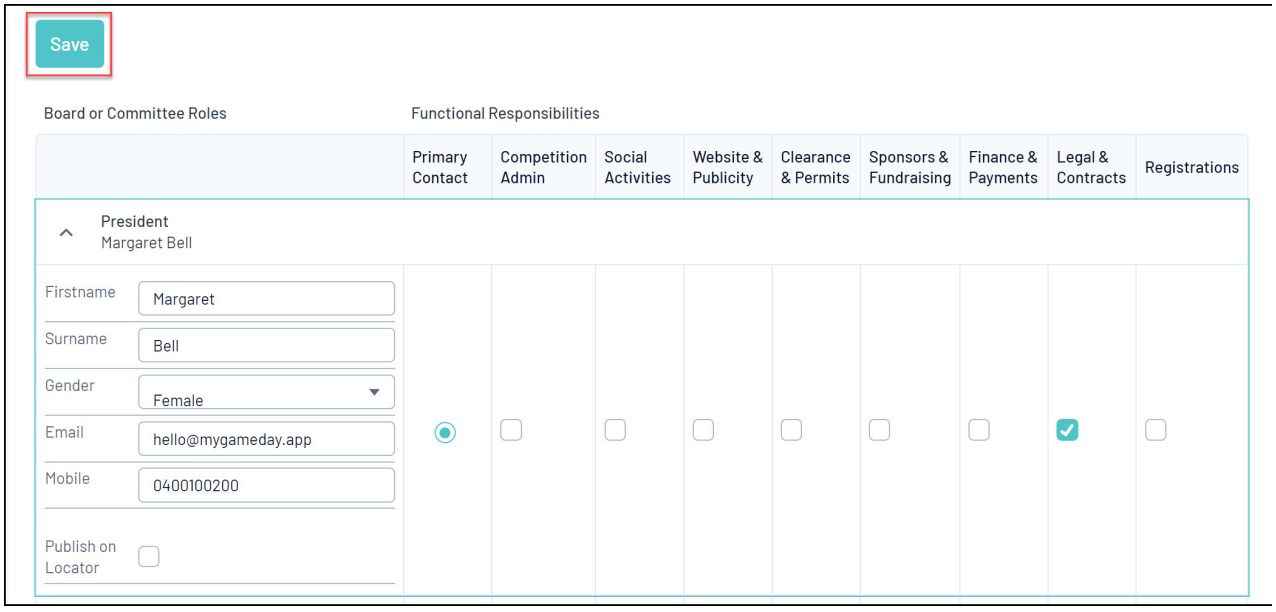
2. Expand the relevant contact using the arrow to the left of the contact name



3. In the **Functional Responsibilities** section, tick the checkbox in the **LEGAL & CONTRACTS** column



4. Click **SAVE**



This will allow that contact to receive automated email notifications once a Contract has been submitted, which will be sent to the contact email listed in this section.