



How do I allow organisation contacts to receive Contract notifications?


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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.

GameDay Passport Training Help



Details [Edit](#)

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

[Add/Edit Logo](#)

Contacts [Edit](#)

President (Primary Contact)

Margaret Bell
0400100200
hello@mygameday.app

Treasurer

Melissa Boyle
0400100202
hello@mygameday.app

[Show more](#) ▼

Vice President

Barry Driscoll
0400100201
hello@mygameday.app

Secretary

Barrett Ferguson
0400100203
hello@mygameday.app

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

Board or Committee Roles	Functional Responsibilities								
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
▼ President Margaret Bell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Vice President Barry Driscoll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Treasurer Melissa Boyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Board or Committee Roles	Functional Responsibilities								
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
^ President Margaret Bell									
Firstname <input type="text" value="Margaret"/> Surname <input type="text" value="Bell"/> Gender <input type="text" value="Female"/> Email <input type="text" value="hello@mygameday.app"/> Mobile <input type="text" value="0400100200"/> Publish on Locator <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Click **SAVE**

Board or Committee Roles	Functional Responsibilities								
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 10px;">Save</div> ^ President Margaret Bell									
Firstname <input type="text" value="Margaret"/> Surname <input type="text" value="Bell"/> Gender <input type="text" value="Female"/> Email <input type="text" value="hello@mygameday.app"/> Mobile <input type="text" value="0400100200"/> Publish on Locator <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.