



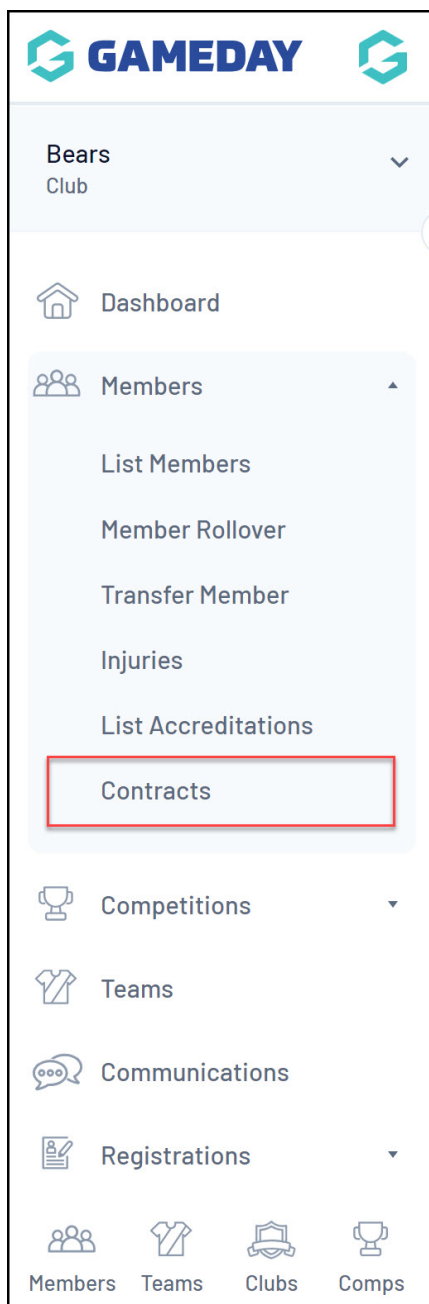
How do I add a new Contract to a member?

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

As a club administrator of a sport using Contract Management features in GameDay Passport, you can submit a new contract and add the contract details and document to a member's record in your club's Passport database.

To add a new Contract and attach it to a member from club-level:



1. From your organisation dashboard, open the **Members** menu, then select **CONTRACTS**



2. Click **ADD**

List Contracts

Showing Title Including Season Status

| ID | Title | Type | Member | Season | Acti... | Loc... | Start | End | Submitted | Last Edited | Docs |
|--|-----------------|------------|---------------|--------|-------------------------------------|-------------------------------------|------------|------------|-----------------|-----------------|---------------------------|
|  021162 | Myles Gray 1... | Short Term | Myles Gray | 2023 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 01/01/2023 | 01/01/2024 | 17/10/2023 1... | 17/10/2023 1... | View Docs |
|  021163 | Colton Baile... | Long Term | Colton Bailey | 2023 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 01/01/2024 | 01/01/2027 | 17/10/2023 1... | 17/10/2023 1... | View Docs |

3. Enter the following information:

- **Member Name:** Select the relevant member from your existing member database
- **Contract Name**
- **Contract Type:** Select a Contract Type from a list of existing contract types from your association's database
- **Contract Start/End Date**

Details

Member Name

Contract Name*

Contract Type*

Contract Start Date*

Contract End Date*

Pending?

Active?

Locked?

4. Click **UPDATE CONTRACT SUBMISSION**

5. On the next page,