



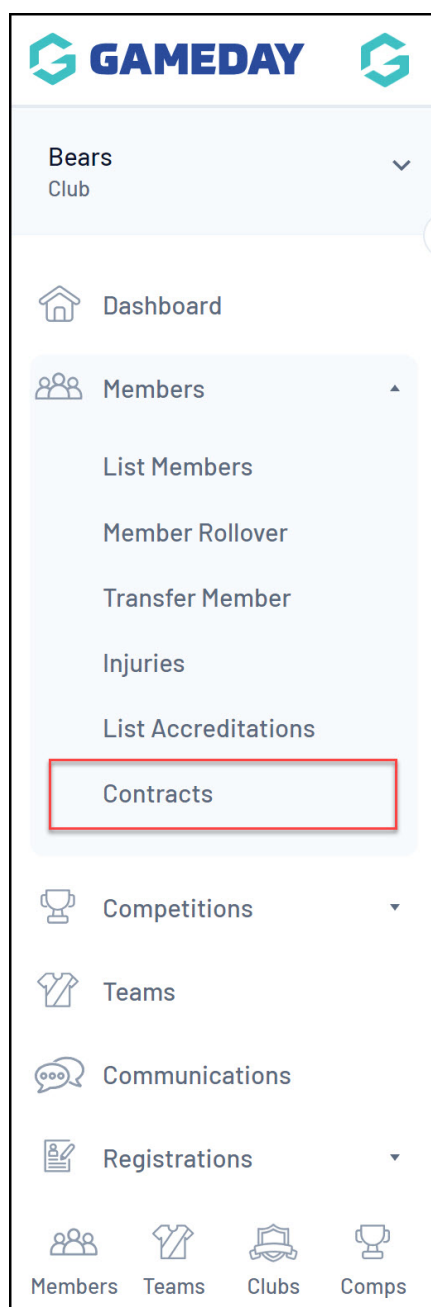
## How do I add a new Contract to a member?

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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







ADD

Showing Title IncludingSeason

2023

Status

Active

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

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

GRAY, Myles (1988-05-25)

Contract Name\*

Myles Gray 1-Year Contract

Contract Type\*

Full Time

Contract Start Date\*

01/01/2024

Contract End Date\*

01/01/2025

Pending?

Yes

Active?

Yes

Locked?

Yes

4. Click **UPDATE CONTRACT SUBMISSION**