



GAMEDAY

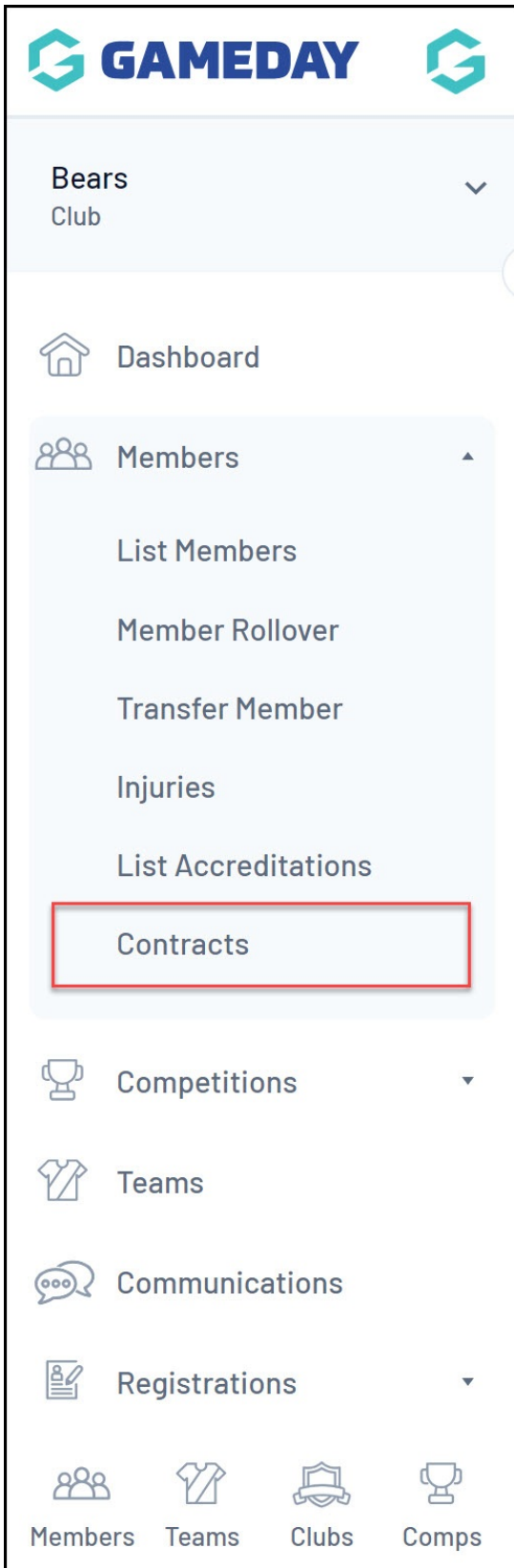
How do I add documents to a Contract?

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

When Contracts are added to your Passport database and assigned to members, you can also upload documents to the existing contract to assist in contract approval and accurate record-keeping.

To add a document to a Contract record:

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



2. Find the relevant Contract, then click **VIEW DOCS**

List Contracts

Showing Title Including Status

	ID	Title	Type	Member	Pen...	Act...	Lo...	Start	End	Submitted	Last Edited	Approved	Docs
	021165	Myles Gray...	Full Time	Myles GRAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2024	01/01/2025	17/10/2023...	17/10/2023...		View Docs

3. On the next page, you can upload up to six different contract files. Add a **Document Name**, set the **Document Type** to Contract, and upload the file using the **CHOOSE FILE** button

Contract Documents

There are no contract documents

New Contract Document

To add a document click the browse button and find the document you wish to upload from your computer. When you have selected the file click the "Upload" button.

Guidance Notes

Contract Document Upload... If you need any further assistance please refer to our support pages [here](#)

Document Name:

Document Type:

Myles Gray 1 Y...r Contract.pdf

4. Scroll to the bottom of the page and click **UPLOAD**

Document Name:

Document Type:

No file chosen

By clicking the Upload button, I acknowledge that this/these document(s) is/are a true and accurate copy of the original(s) which has/have been seen by me. I acknowledge that this/these document(s) is/are being uploaded in accordance with the Operational Rules.