

# How do I approve a submitted Contract?

25/09/2025 3:37 pm AEST

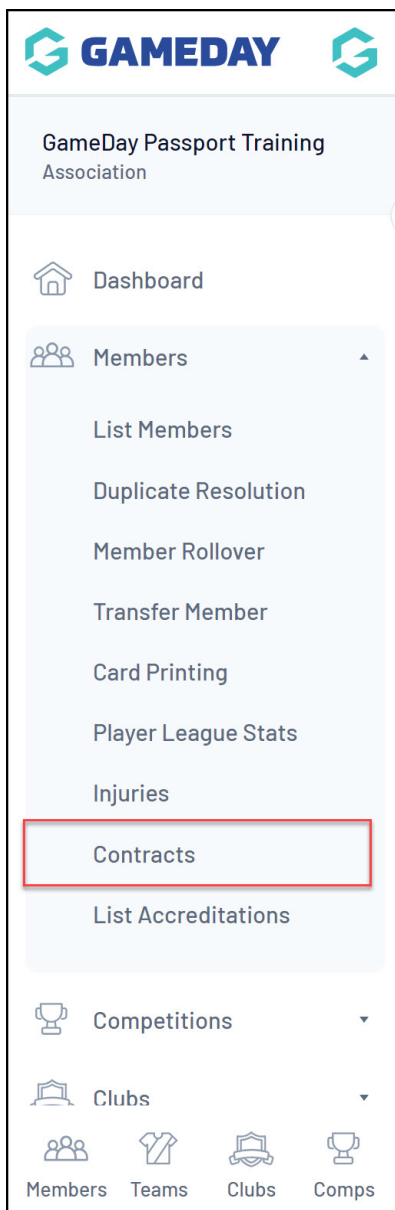
As a sport utilising the Contract Management feature, you can mark a submitted contract as 'approved' which assigns the contract a timestamp indicating the date and time that the approval was processed.



**Note:** Contracts can only be approved from Association-level or above


To approve a submitted contract:

1. From an Association-level database, open the **Members** menu and select **CONTRACTS**



2. Find the relevant contract and click the magnifying glass to **VIEW** the contract record

List Contracts

	ID	Title	Type	Member	Pen...	Act...	Loc...	Start	End	Submitted
	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 ...

3. Un-tick the **PENDING** option

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?

☐

Active?

☒

4. Click **UPDATE CONTRACT SUBMISSION**


This will mark the contract as 'approved', represented by the timestamp in the **Approved** column on the Contract List

List Contracts

ADD

Showing Title Including Status

grayAll

	ID	Title	Type	Member	Pen...	Act...	Loc...	Start	End	Submitted	Last Edited	Approved	Docs
	021165	Myles Gray ...	Full Time	Myles GRAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2024	01/01/2025	17/10/2023 ...	18/10/2023 ...	18/10/2023 ...	<a href="#">View Docs</a>

