

How do I define Contract Types?

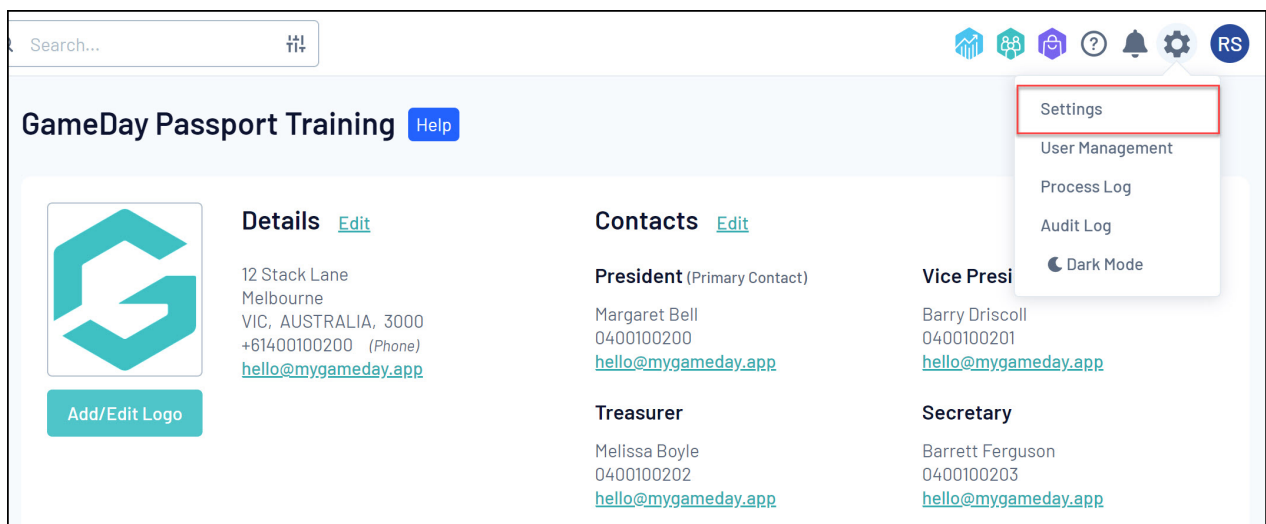
Last Modified on 09/11/2023 1:21 pm AEDT

As an Association administrator with access to Contract Management features, you will need to define a list of Contract Types in your database to allow contract submissions to be categorised appropriately.

Note: Contract Types can only be defined at Association-level databases

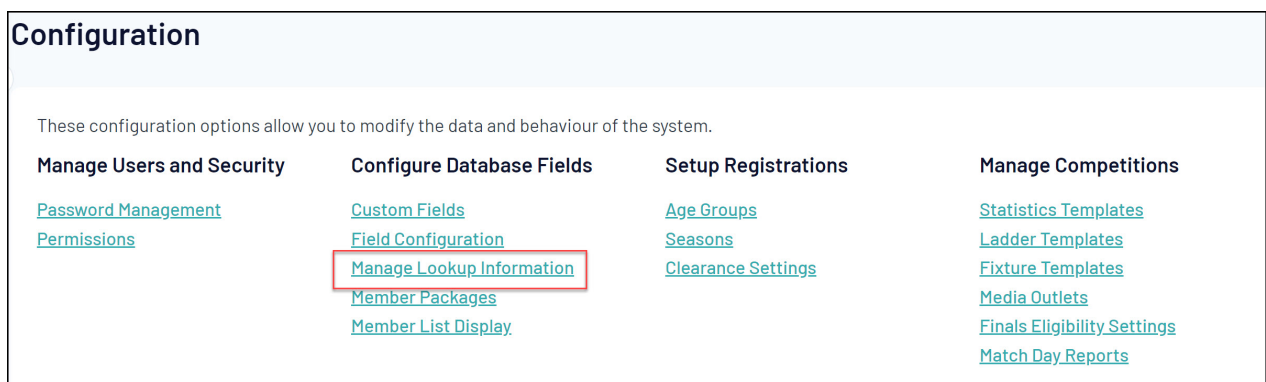
To define your Association's Contract Types:

1. From your organisation dashboard, click the **Settings Cog**, then click **SETTINGS**



The screenshot shows the 'GameDay Passport Training' dashboard. In the top right corner, there is a settings cog icon. A dropdown menu is open, showing options: Settings (highlighted with a red box), User Management, Process Log, Audit Log, and Dark Mode. The dashboard content includes a profile section with a logo, details (12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000, +61400100200 (Phone), hello@mygameday.app), and contact lists for President (Margaret Bell), Treasurer (Melissa Boyle), Vice President (Barry Driscoll), and Secretary (Barrett Ferguson).

2. Click **MEMBER LOOKUP INFORMATION**



The screenshot shows the 'Configuration' page. It contains a heading 'Configuration' and a sub-heading 'These configuration options allow you to modify the data and behaviour of the system.' Below this, there are four columns of links: 'Manage Users and Security' (Password Management, Permissions), 'Configure Database Fields' (Custom Fields, Field Configuration, Manage Lookup Information (highlighted with a red box), Member Packages, Member List Display), 'Setup Registrations' (Age Groups, Seasons, Clearance Settings), and 'Manage Competitions' (Statistics Templates, Ladder Templates, Fixture Templates, Media Outlets, Finals Eligibility Settings, Match Day Reports).

3. Click **CONTRACT TYPES**

Manage Lookup Information

This section allows you to maintain the values that are present in drop down boxes present through the system. Choose the type of value you wish to manage from the list below.

- [Accreditation Courses](#)
- [Accreditation Levels](#)
- [Accreditation Providers](#)
- [Accreditation Result \(Online Only\)](#)
- [Accreditation: Level](#)
- [Accreditation: Provider](#)
- [Accreditation: Sport](#)
- [Accreditation: Status](#)
- [Age Group Category](#)
- [Are you a Rep Player? \(Custom Lookup 4\)](#)
- [Areas of assistance offered \(Online Only\)](#)
- [Coach Accred Custom DDL 1](#)
- [Coach Accred Custom DDL 2](#)
- [Coach Accred Custom DDL 3](#)
- [Competition Levels](#)
- [Competition Types](#)
- [Contract Types](#)
- [Course Number](#)
- [Current Kit Supplier](#)

4. Click **ADD A NEW OPTION** to start creating your Contract Types

Manage Lookup Information - Contract Types

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

Reorder the options by dragging them to position. The new order is saved automatically.

⋮ Long Term

[Edit](#) [Delete](#)

ADD A NEW OPTION

5. Give each Contract Type a name, then click **UPDATE**. These will be automatically saved as you continue to add them into the database.

Manage Lookup Information - Contract Types

Name

Short Term

Update

Your Contract Types can then be used to categorise submitted contracts when adding them to a member.