How do I define Contract Types?

25/09/2025 3:38 pm AEST

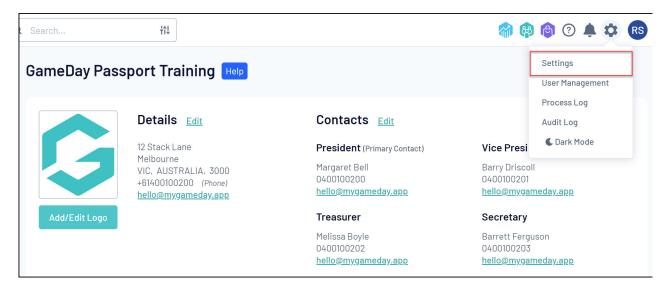
As an Association administrator with access to Contract Management features, you will need to define a list of Contract Types in your database to allow contract submissions to be categorised appropriately.



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



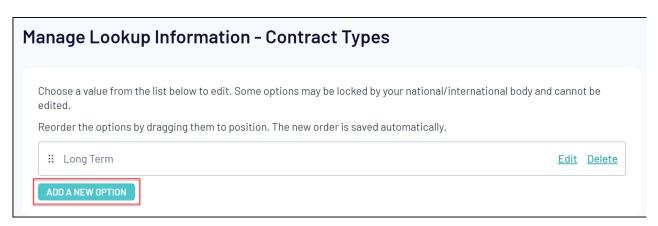
2. Click MEMBER LOOKUP INFORMATION

Configuration			
These configuration options allow you to modify the data and behaviour of the system.			
Manage Users and Security	Configure Database Fields	Setup Registrations	Manage Competitions
Password Management	<u>Custom Fields</u>	Age Groups	Statistics Templates
<u>Permissions</u>	Field Configuration	Seasons	<u>Ladder Templates</u>
	Manage Lookup Information	<u>Clearance Settings</u>	<u>Fixture Templates</u>
	Member Packages		Media Outlets
	Member List Display		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 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



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



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