How do I define Contract Types?

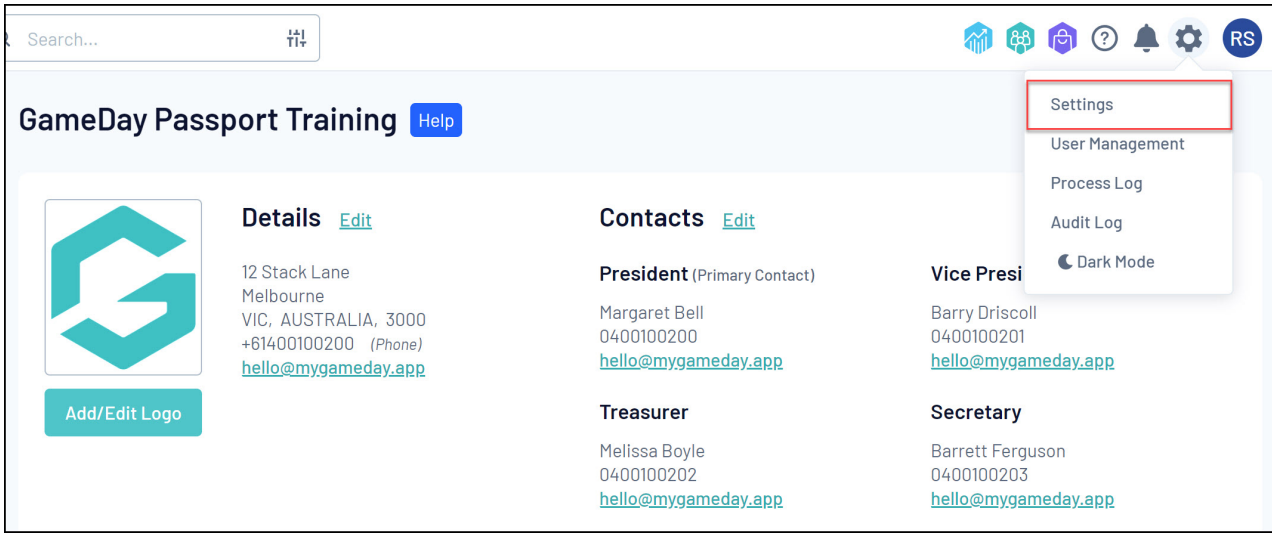
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As an Association administrator with access to Contract Management features, you will need to define a list of Contract Types in your database to allow contract submissions to be categorised appropriately.

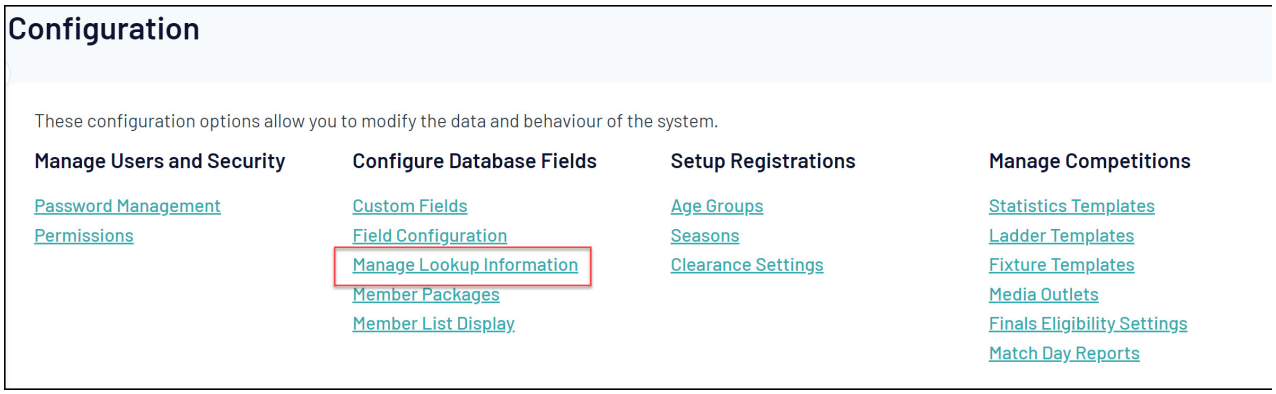
> **Note**: Contract Types can only be defined at Association-level databases

To define your Association's Contract Types:

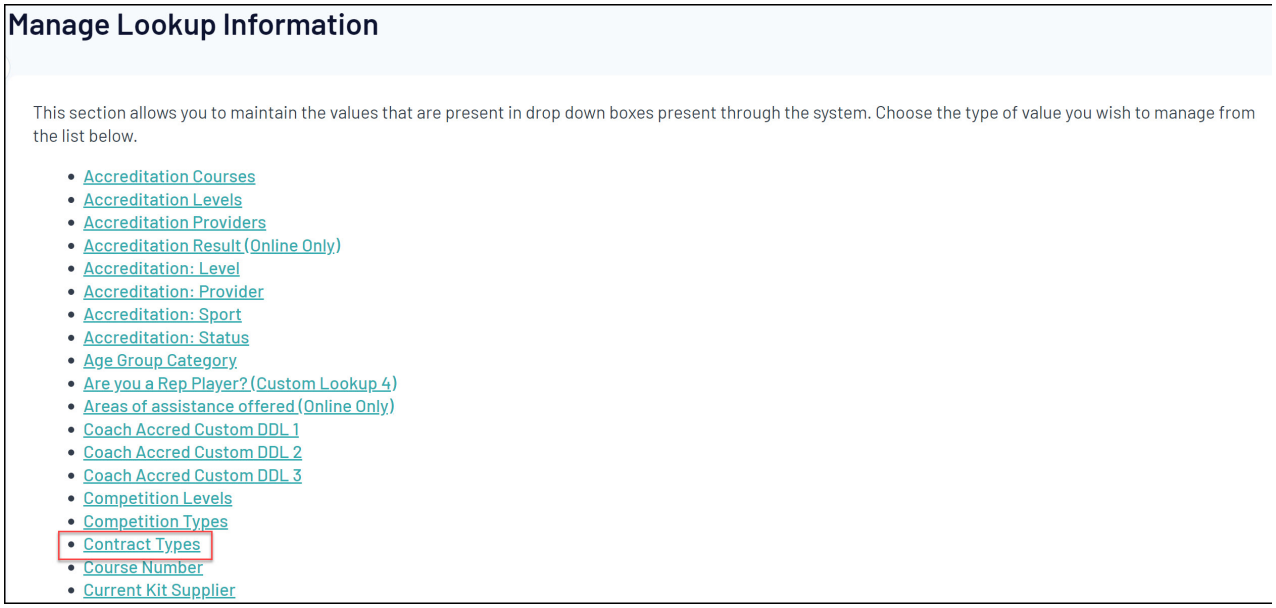
1. From your organisation dashboard, click the **Settings Cog**, then click **SETTINGS**



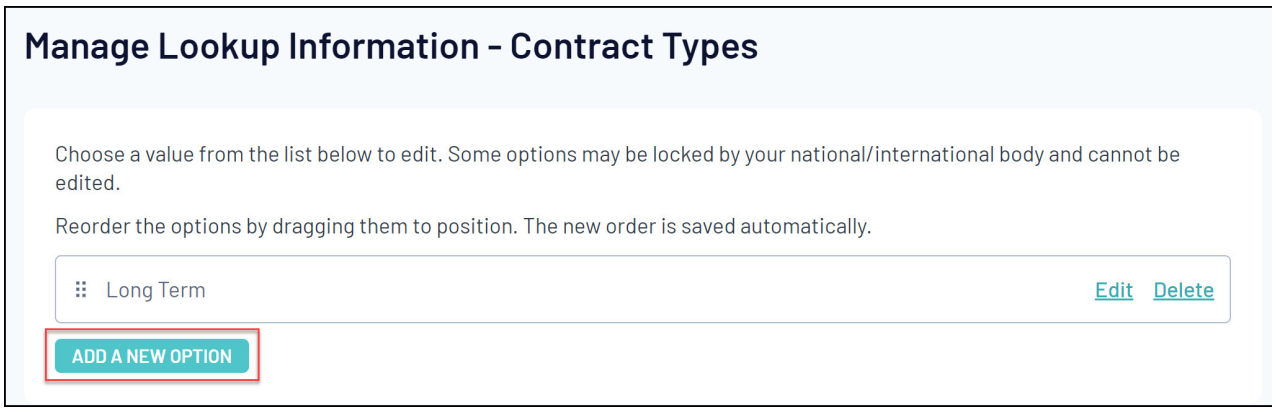
2. Click **MEMBER LOOKUP INFORMATION**



3. Click **CONTRACT TYPES**



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.