



# GAMEDAY

## How do I lock/unlock a Contract?

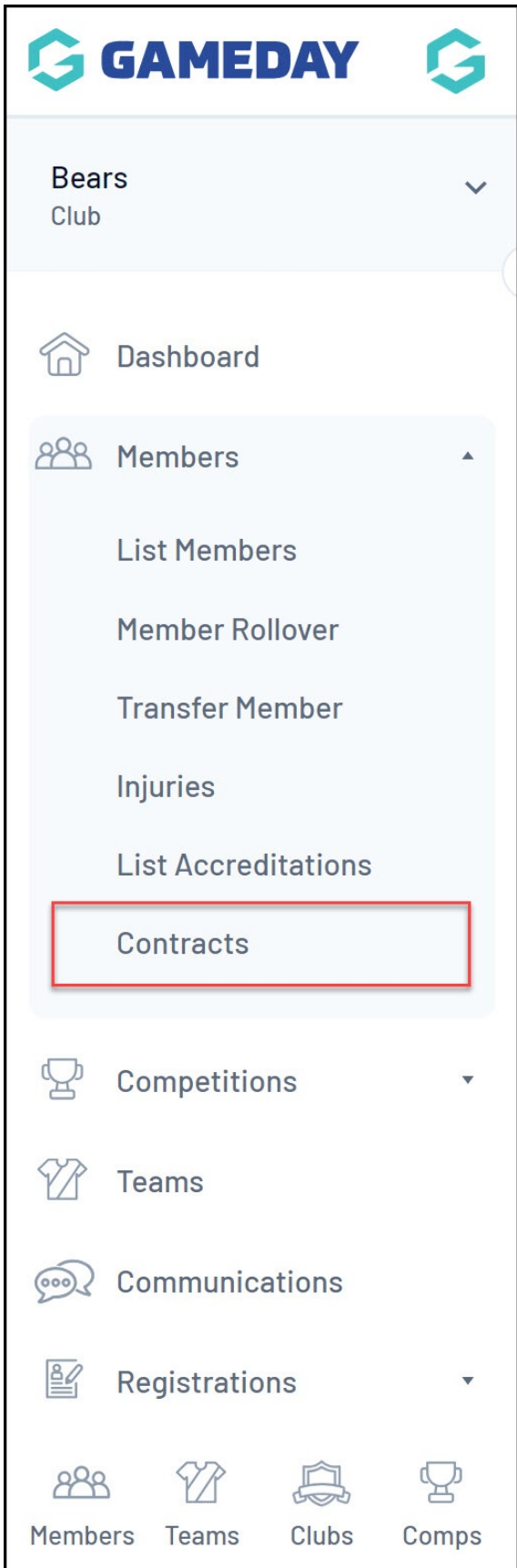
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As a sport utilising Contract Management features, you have the ability to lock and unlock the ability for Club-level administrators to edit specific contracts.

**Note:** Locking and unlocking contracts can only be done from Association-level or higher

To control the lock status of a contract:

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





2. Find the relevant contract and use the magnifying glass icon to **EDIT** the contract

## List Contracts

[ADD](#)

Showing Title Including  Season  Status

	ID	Title	Type	Member	Season	Acti...	Loc...	Start	End	Submitted	Last Edited	Docs
	021162	Myles Gray 1...	Short Term	Myles Gray	2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2023	01/01/2024	17/10/2023 1...	17/10/2023 1...	<a href="#">View Docs</a>
	021163	Colton Baile...	Long Term	Colton Bailey	2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2024	01/01/2027	17/10/2023 1...	17/10/2023 1...	<a href="#">View Docs</a>

3. Scroll down to the Locked field and apply a setting:

- If ticked, club-level administrators will not be able to edit this contract's details
- If un-ticked club-level administrators will be able to edit this contract's details

**Details**

Member Name GRAY, Myles (1988-05-25)

Contract Name\*

Contract Type\*

Contract Start Date\*

Contract End Date\*

Pending?

Active?

**Locked?**

4. Click **UPDATE CONTRACT SUBMISSION**