

# How do I lock/unlock a Contract?

25/09/2025 3:39 pm AEST

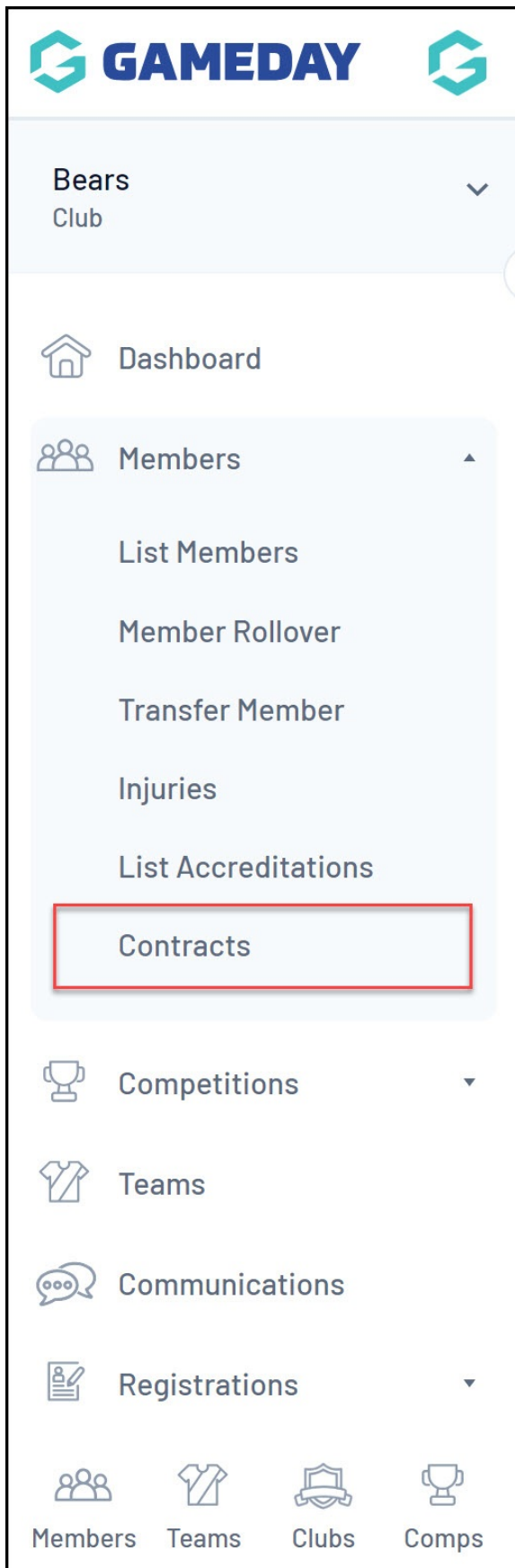
As a sport utilising Contract Management features, you have the ability to lock and unlock the ability for Club-level administrators to edit specific contracts.



**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

2023

Active

	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\*

Myles Gray 1-Year Contract

Contract Type\*

Full Time

Contract Start Date\*

01/01/2024

Contract End Date\*

01/01/2025

Pending?



Active?



Locked?



### 4. Click **UPDATE CONTRACT SUBMISSION**