

# How do I upload documents to my organisation database?

04/06/2025 3:54 pm AEST

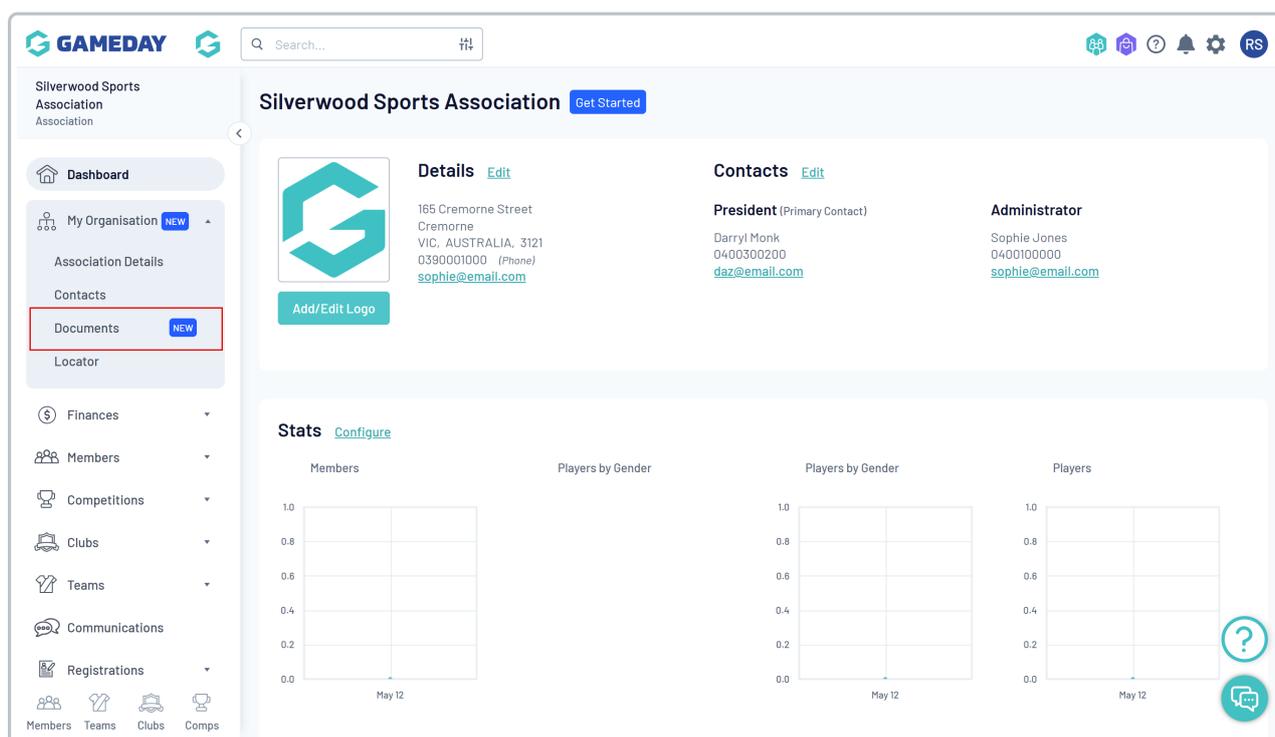
## Overview

As an Association, Club or Team administrator with access to a Passport database, you can upload and store documents in a range of formats, which can then be downloaded and/or viewed from the system as needed.

## Step-by-Step

### Step 1: Open your documents list

In the left-hand menu of your database, click **My Organisation > DOCUMENTS**



### Step 2: Add a new document

Click the **ADD DOCUMENTS** button

Q Search... 

## Documents

[ADD DOCUMENTS](#)

### Documents

| Type       | Document Name  | Size | File Type | Date/Time Added  | View                          | Delete                 |
|------------|----------------|------|-----------|------------------|-------------------------------|------------------------|
| Insurance  | Insurance      | 0.00 | png       | 29/05/2025 13:45 | <a href="#">View/Download</a> | <a href="#">Delete</a> |
| Other      | Excel Document | 0.01 | xlsx      | 29/05/2025 13:50 | <a href="#">View/Download</a> | <a href="#">Delete</a> |
| Compliance | Word Document  | 0.01 | docx      | 29/05/2025 13:50 | <a href="#">View/Download</a> | <a href="#">Delete</a> |
| Compliance | Zip File       | 3.05 | zip       | 29/05/2025 13:50 | <a href="#">View/Download</a> | <a href="#">Delete</a> |
| Policy     | PDF Document   | 0.12 | pdf       | 29/05/2025 13:50 | <a href="#">View/Download</a> | <a href="#">Delete</a> |

### Step 3: Enter the document information

Here, you can upload up to six documents at a time. For each document, provide the following:

- **Document Name:** The name of the document as displayed in your database
- **Document Type:** Choose a categorisation from the options provided
- **Document:** Use the **Choose File** option to upload the document file from your device
- **Viewable By:** Choose whether the document should be viewable by only your organisation administrators, or if you'd like all other organisation above you in the hierarchy to have access to the document



**Note:** If you'd like to add your own custom document types, please contact us [here](#)

**GAMEDAY** 

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## Documents

### New Document

To add a document click the browse button and find the document you wish to upload from your computer. When you have selected the file click the "Upload" button.

Document Name

Document Type:

Compliance.docx

Viewable by

Document Name

When you've finished, click **UPLOAD**

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## Watch

Your browser does not support HTML5 video.

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