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

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Silverwood Sports Association Get Started										
Dashboard		Details Edit	Contacts Edit							
My Organisation NEW 🔺		165 Cremorne Street Cremorne	President (Primary Contact)	Administrator						
Association Details		0390001000 (Phone) sophie@email.com	0400300200 daz@email.com	0400100000 <u>sophie@email.com</u>						
Contacts	Add/Edit Logo									
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Step 2: Add a new document

Click the ADD DOCUMENTS button

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Insurance	Insurance	0.00	png	29/05/2025 13:45	View/Download	Delete
Other	Excel Document	0.01	xlsx	29/05/2025 13:50	View/Download	Delete
Compliance	Word Document	0.01	docx	29/05/2025 13:50	View/Download	Delete
Compliance	Zip File	3.05	zip	29/05/2025 13:50	View/Download	<u>Delete</u>
Policy	PDF Document	0.12	pdf	29/05/2025 13:50	View/Download	Delete

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

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[Documents		
) 6	New Document		
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When you've finished, click UPLOAD

Watch

Your browser does not support HTML5 video.