

How do I view or download a document?

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Overview

Organisations can use the Documents feature within GameDay to store important files such as policies, guidelines, or procedures. This provides a central, secure location for administrators to easily access and distribute key information. If you have documents uploaded to your database, you can view or download them at any time directly through Passport.

Step-by-Step

Step 1: Navigate to the Documents screen

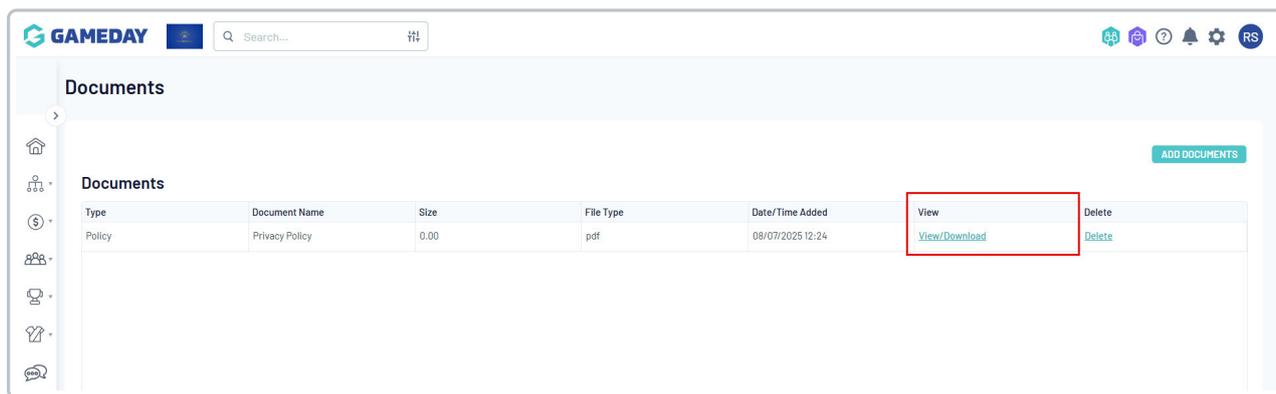
In the left-hand menu, click **My Organisation**, then select **DOCUMENTS**

The screenshot displays the GameDay web application interface. On the left-hand side, there is a navigation menu with several categories. The 'My Organisation' category is expanded, and the 'Documents' option is highlighted with a red rectangular box. A blue 'NEW' badge is visible next to the 'Documents' option. The main content area shows the 'Bears Club' profile page. It includes a search bar at the top, a 'Get Started' button, a bear logo, and contact details for the President, Ivory Vaughn. Below the contact information, there are three empty line graphs labeled 'Members', 'Players by Gender', and 'New Members', each with a 'Configure' link. The bottom of the page shows a row of icons for 'Coaches', 'Umpires', and 'New Members'.

Step 2: View/Download the Document

On the **Documents** page, find the file you wish to access and click the **VIEW/DOWNLOAD** link in the 'View'

column. The file will then be downloaded to your device.



Watch

Your browser does not support HTML5 video.