How do I delete an organisation document?

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Overview

Organisations using GameDay Passport have the ability to upload and manage key documents such as policies, procedures, or codes of conduct. These documents can be deleted at any time from the Documents screen within your organisation's settings.

> **Note:** Deleting a document is a permanent action and cannot be undone. Once deleted, the file will need to be re-uploaded if it is required again.
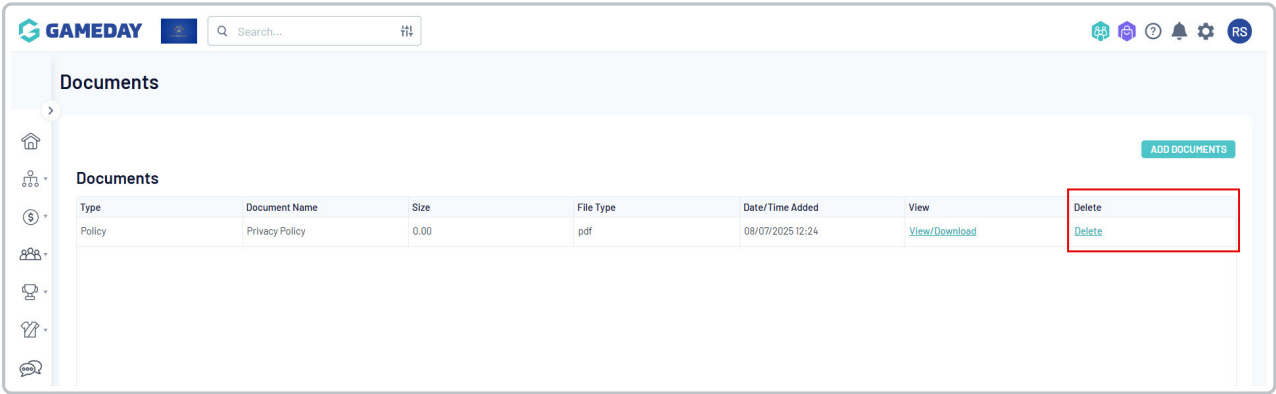
Step-by-Step

Step 1: Navigate to the Documents screen

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

Step 2: Select the document to delete

On the **Documents** screen, locate the document you wish to remove and click the **DELETE** link in the corresponding row.

Watch

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