



## How do I grant a user with access to my database?

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Existing Passport administrators can authorise other users to have access to their database and any levels below it in a hierarchy through the **User Management** feature. There is no limit to the number of administrators that can be granted access to a database.

**Note:** GameDay is not authorised to grant user access to Passport databases. User access is managed and granted by your sport. Please contact your sporting body or organisation directly to be granted access.

The following guide demonstrates how administrators at any level can provide access to different administrators at different levels of a hierarchy.

**Note:** In order to be authorised as an administrator, an individual must have a valid **Passport** account. Please read the article below for further instructions on signing up for a Passport account:

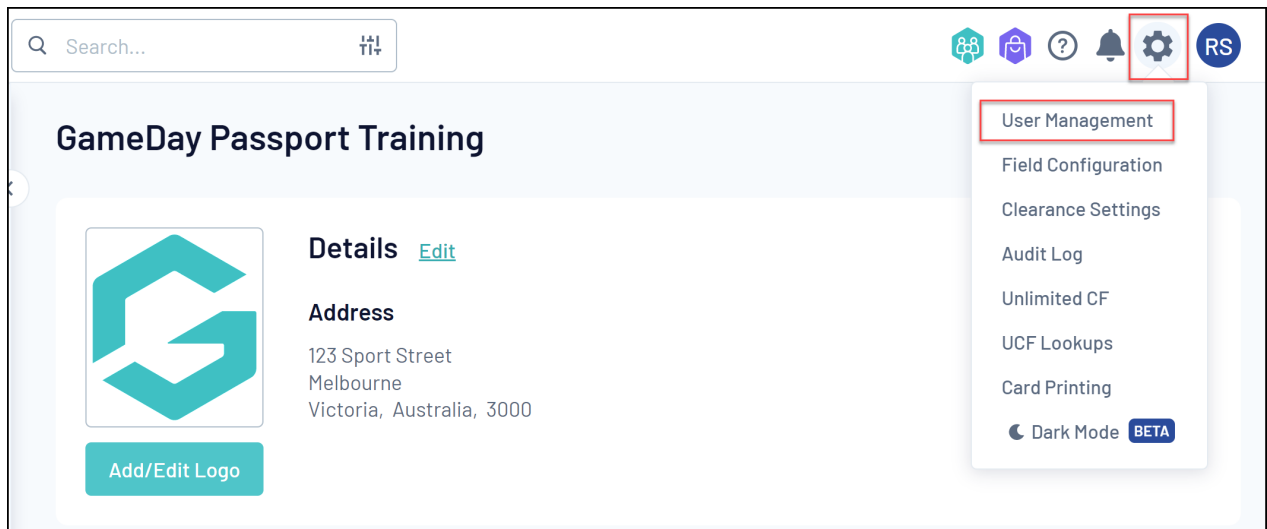
[How to Sign Up For Passport](#)

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

### Authorise an administrator at your own level

To authorise an administrator at your own level:

1a. From your Passport dashboard, click the **Settings Cog > USER MANAGEMENT**



1b. Under the **Grant A User Access** section, enter the **EMAIL ADDRESS** associated with the new administrator's Passport account:

**Grant a user access**  
To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access ☐

**Add**

1c (optional). Tick the box next to **RESTRICTED ACCESS** if you want this administrator to have restricted functionality of your database - please read the [Restricted Access](#) article for more information on the functional changes this option enforces.

**Grant a user access**  
To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access ☐

**Add**

1d. Click **ADD** to grant the user access to this database

### Grant a user access

To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

hello@mygameday.app

Restricted Access
☐

Add

## Authorise an Association administrator

To authorise administrator access to an **Association** database within your hierarchy:

2a. From your Passport dashboard, click **ASSOCIATIONS**

GameDay Passport Training

State

Dashboard
Associations
Clearances
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Registrations
Reports

GameDay Passport Training

Details Edit

Stats Configure

Members

Players by Gender

Players by Gender

2b. Find the Association you want to provide access to, and click the **LOGIN** (magnifying glass) icon to login to that association.

GameDay Passport Training

State

Dashboard

Associations

Clearances

Programs

Registrations

Reports

Associations - Training

Showing Name Including

Status

Active

Name	Contact	Phone	Email
GameDay Passport Training	Margaret Bell	+61400100200	hello@mygameday.app
GameDay Passport Training (Baseball)			
GameDay Passport Training (Basketball)			
GameDay Passport Training (Cricket)			
GameDay Passport Training (Hockey)			

2c. Repeat the **User Management** process as per 1a - 1d above to grant an administrator access to this association database and all organisations beneath it.

## Authorise a Club administrator

To authorise administrator access to an **Club** database within your hierarchy:

3a. Login to Passport at either the **Association** or **Club** level. If you have logged in directly to a Club-level database, skip to step 3d.

3b. If you are logged in at Association level, click the **Clubs** > **LIST CLUBS** option in the left-hand menu.

The screenshot displays the 'GameDay Passport Training' interface. On the left, a sidebar menu lists various options: Dashboard, Members, Competitions, Clubs, Club Championships, Teams, Communications, Registrations, Programs, and Reports. The 'Clubs' option is expanded, and 'List Clubs' is highlighted with a red rectangle. The main content area shows the 'Details' of the association, including its logo, address (12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000), phone number (+61400100200), and email (hello@mygameday.app). Below this, there are sections for 'Contacts' (President, Vice President, Treasurer, Secretary) and 'Stats' (Members, Players by Gender). The 'Stats' section contains three empty bar charts.

3c. Find the Club you want to provide access to, and click the **LOGIN** (magnifying glass) icon to login to that association.























ADD

## Clubs in Association

Showing Name Including

Status

Active

	Name	Contact	Phone	Email	Active?
	Bears	Cathleen Wade	1300 100 200	hello@stacksports.com	
	Bulldogs FC				
	Bulls FC				
	Cats FC				
	Demons FC				
	Eagles FC				
	GameDay Passport Training	Beau Noel	0400100200	hello@stacksports.com	
	Giants FC				
	Hawks FC				
	Hornets FC				
	Jaguars FC				

3d. Repeat the **User Management** process as per 1a - 1d above to grant an administrator access to this club database and all organisations beneath it.

## Authorise a Team administrator

To authorise administrator access to an **Club** database within your hierarchy:

4a. Login to Passport at either the **Association**, **Club** or **Team** level. If you have logged in at the Team level, skip to step 4d.

4b. If you have logged in at the Association or Club level, click **TEAMS** in the left-hand menu.

GameDay Passport Training Association

Dashboard
Members
Competitions
Clubs
**Teams**
Communications
Registrations
Programs
Reports

### GameDay Passport Training

**Details** [Edit](#)  
12 Stack Lane  
Melbourne  
VIC, AUSTRALIA, 3000  
+61400100200 (Phone)  
[hello@mygameday.app](mailto:hello@mygameday.app)  
[Add/Edit Logo](#)

**Contacts** [Edit](#)

**President** (Primary Contact)  
Margaret Bell  
0400100200  
[hello@mygameday.app](mailto:hello@mygameday.app)  
**Treasurer**  
Melissa Boyle  
0400100202  
[hello@mygameday.app](mailto:hello@mygameday.app)  
[Show more](#)

**Vice President**  
Barry Driscoll  
0400100201  
[hello@mygameday.app](mailto:hello@mygameday.app)  
**Secretary**  
Barrett Ferguson  
0400100203  
[hello@mygameday.app](mailto:hello@mygameday.app)

**Stats** [Configure](#)

Members
Players by Gender
Players by Gender

4c. Find the Team you want to provide access to, and click the **LOGIN** (magnifying glass) icon to login to that association.

ADD

### Teams in Association

Showing Name Including
Season
Age Group
Status

	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Bears	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Bulldogs	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Bulls	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Cats	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Demons	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Eagles	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Giants	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Hawks	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Hornets	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Jaguars	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>
	Lions	2023 Mixed Competition	2023 Season	Age 21				<input checked="" type="checkbox"/>

4d. Repeat the **User Management** process as per 1a - 1d above to grant an administrator access to this club database and all organisations beneath it.