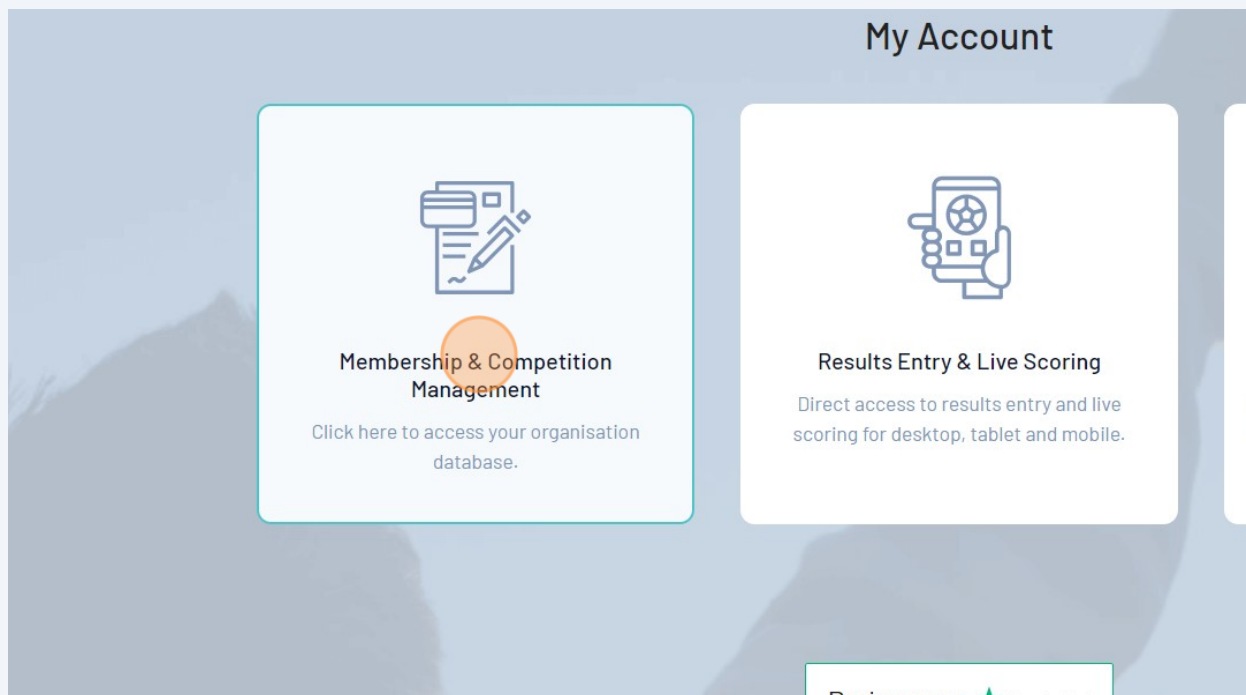


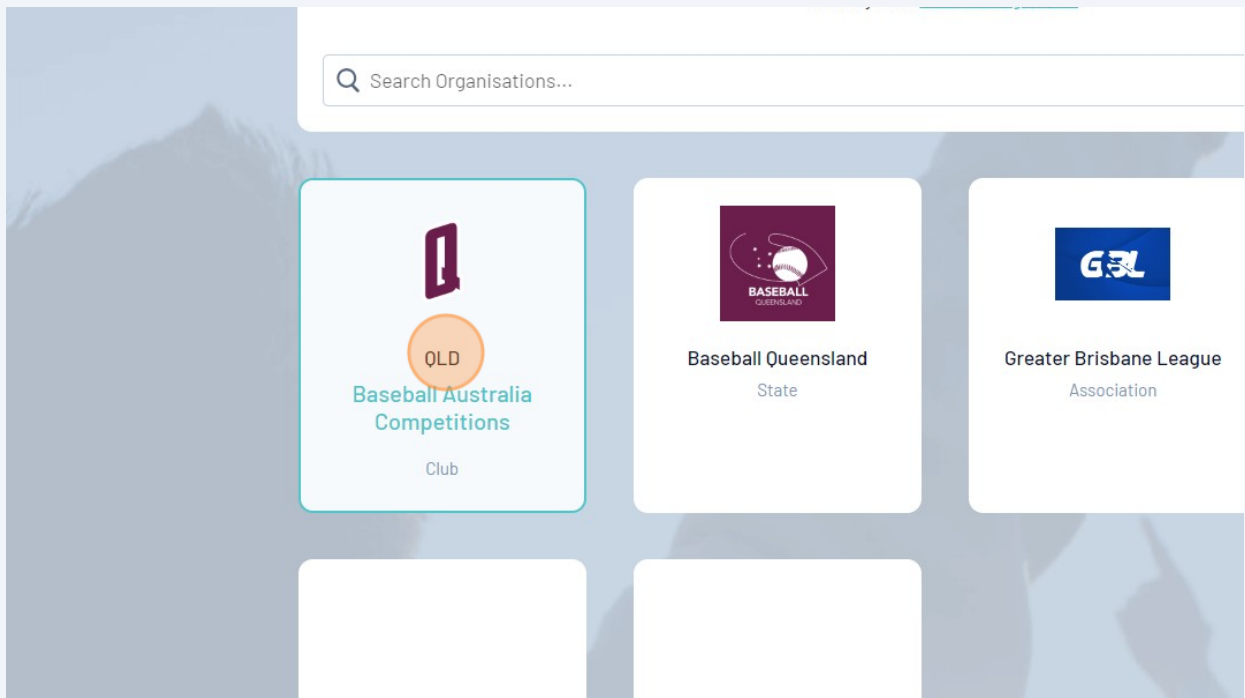
# Updating GameDay Admin Users

1 Navigate to <https://passport.mygameday.app>

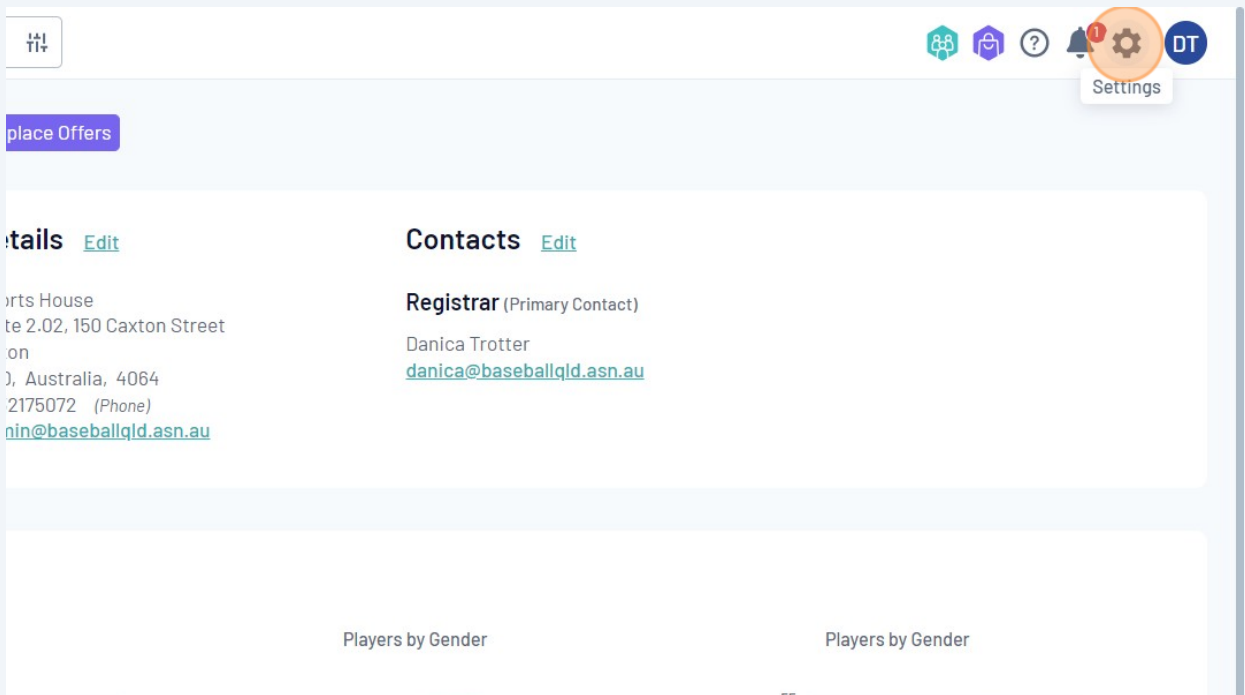
2 Click "Membership & Competition Management"



### 3 Click your Club Tile



### 4 Click the Settings Cog



## 5 Click "User Management"

The screenshot shows a web application interface. At the top right, there is a navigation menu with several icons. The 'User Management' option is highlighted with an orange circle. Below the navigation menu, there are two main sections: 'place Offers' and 'Contacts'. The 'Contacts' section is titled 'Registrar (Primary Contact)' and lists 'Danica Trotter' with the email address 'danica@baseballqld.asn.au'. Below the contacts section, there are two charts labeled 'Players by Gender'.

## Adding an Admin User

## 6 Click the "Email Address" field.

The screenshot shows a web application interface. On the left, there is a sidebar with a list of items. The main content area displays a table with the following data:

Name	Email	Access
Danica Trotter	danica@baseballqld.asn.au	Full

Below the table, there is a section titled 'Grant a user access' with the text: 'To grant access to a user they must hold a confirmed GameDay Passport.' Below this text, there is a form with the following fields:

- Email Address: A text input field with a dropdown arrow, highlighted with an orange circle.
- Restricted Access: A checkbox.

At the bottom of the form, there is a green 'Add' button.

7

## Enter the new User's GameDay Email

*Note: The email must be already activated with GameDay. If it not yet activated, you will get an error that "the User does not exist".*

ins	Danica Trotter	danica@baseballqld.asn.au	Full
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**Grant a user access**

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

Email Address

Restricted Access

**Add**

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## 8 Click "Add"

- Registrations
- Reports

### Grant a user access

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

Email Address

Restricted Access

Add

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## Removing an Admin User

## 9 To REMOVE a current Admin User, Click "Delete".

- Dashboard
- Finances
- Members
- Competitions
- Teams
- Communications
- Registrations
- Reports

User access removed

The following users are authorised to login for this Club.

Name	Email	Access	Last Login	Delete
Danica Trotter	danica@baseballqld.asn.au	Full	2024-06-19 (19 June 2024)	<a href="#">Delete</a>

### Grant a user access

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

Email Address

Restricted Access

Add

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