

User Management | Overview

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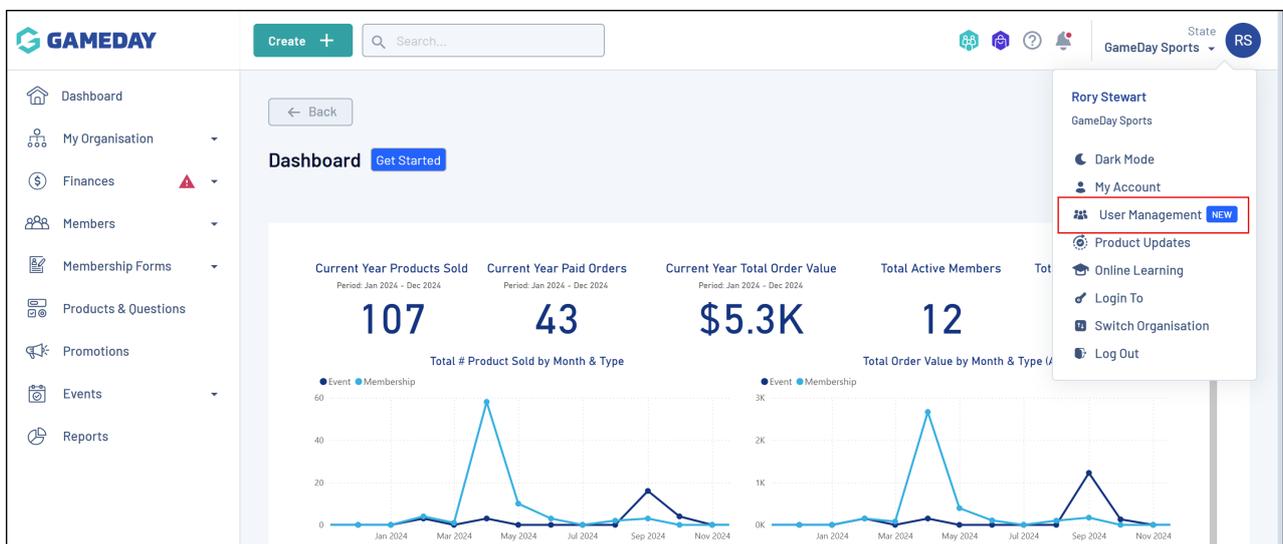
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What is User Management?

GameDay's **User Management** section allows you to control who has access to your organisation's database, and define user roles to specific database users, which determines the level of access and permissions each user has within your organisation database.

To access the **User Management** section, open your **Account Menu** in the top-right corner, then select **USER MANAGEMENT**



User Management List

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The **User Management List** displays a list of your organisation's current and previous users with a range of information including:

- **Name**

- **Email Address:** This will be used by the contact as their GameDay username if you have provided them with access to the database
- **Phone Number:** The contact mobile number on file for the user
- **User Role:** Pre-defined roles that determine the permissions granted to each user. You can learn more about the permissions granted to each User Role [here](#)
- **User Status:** Indicates whether the user currently has access to the database

Anyone that appears in this list with an **Enabled** status in the **User Status** column has access to login to your database:

The screenshot shows the GameDay User Management interface. On the left is a navigation menu with items like Dashboard, My Organisation, Finances, Members, Membership Forms, Products & Questions, Promotions, Events, and Reports. The main content area is titled 'User Management' and features a 'Create User' button, a search bar, and a dropdown menu set to 'Enabled'. Below this is a table with columns: Name, Email Address, Phone Number, User Role, User Status, and Action(s). One user is listed: Rory Stewart, with a blurred email address and phone number +61400100200, and a role of Super User. The 'User Status' for this user is 'Enabled', which is highlighted with a red box. At the bottom of the table, there are pagination controls showing 'Showing 1-1 of 1'.

If you're a Super User, you can learn more about enabling other users [here](#)

Anyone that appears as **Disabled** does not have access to login to your database:

The screenshot shows the GameDay User Management interface. The 'User Status' dropdown menu is now set to 'Disabled'. The table lists two users: Tom Kelly (role: Edit Only) and Tony Raymond (role: Administrator). Both users have a 'Disabled' status, which is highlighted with a red box. The pagination controls at the bottom show 'Showing 1-2 of 2'.

You can learn more about disabling users [here](#)

Page Actions

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On the **User Management List**, you can apply various other actions and display settings, including:

User Management

1 2 3

Create User All Status Search...

Name	Email Address	Phone Number	User Role	User Status	Action(s)
Rory Stewart	[Redacted]	+61400100200	Super User	Enabled	4 Edit
Tom Kelly	[Redacted]	+61400100200	Edit Only	Disabled	5 Edit
Tony Raymond	[Redacted]	+61400100200	Administrator	Disabled	Edit

Show 10 < 1 > >|
Showing 1-3 of 3

1. **Create User:** Create a new user for your organisation
2. **Status Filter:** Filter your users by Enabled or Disabled status
3. **Search Function:** Search for users by name
4. **Edit User:** Edit an existing user to change any basic details

Note: Once a user has been created, you will not be able to edit their email address, as this is used as their login username to access to the platform. To change a user's email address, you will need to create a new user and deactivate the old one

5. **Actions:** Expand the actions arrow to access the below features:
 - **Enable/Disable Access:** For enabled records, this option allows you to disable access to the organisation for the selected user. For disabled records it allows you to enable admin access to the organisation

For more information on processes relevant to the User Management feature, please refer to the **Related Articles** section of this article.

Related Articles