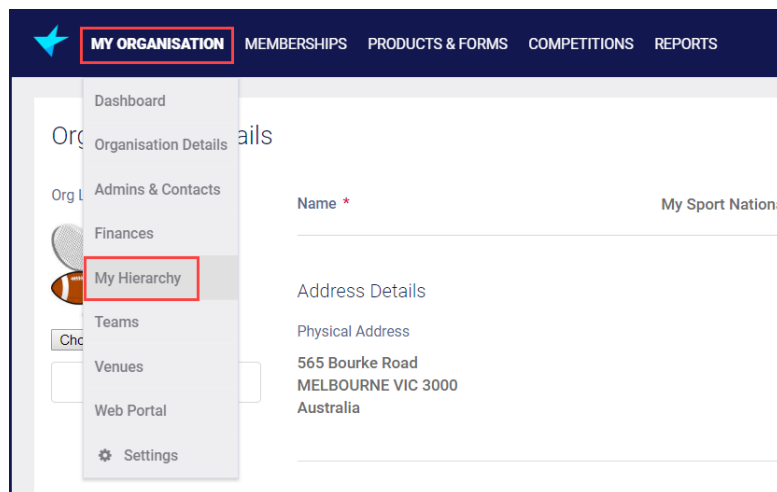# GAMEDAY

How do I give permissions to organisations to create new forms?

Last Modified on 07/10/2019 3:32 pm AEDT

As an administrator, you have the ability to give permission for organisations below you to create new forms.

Hover over **My Organisation** and select **My Hierarchy**.

Click the **Permissions** tab.

If you can't see the **Forms Create** column, click the **Table Settings** icon.

Scroll down until you find **Forms - Create** and tick the box next to it. Click **Apply**.

This adds the column to the permissions view so you can see if the box is ticked or not for organisation concerned.

Tick the box at the beginning of the line for each organisation you want to prevent creating forms.

NOTE: if Forms - Create is not ticked, the organisation does not have permission to create forms.

Click **Mass Update Selected Rows.**

NOTE: this process is the same for 1 organisation or many.

A box opens. Scroll down to **Forms - Create** and tick the box.

Click **Apply.**

The selected organisations will now see the Create Forms button and can create their own forms.

To remove the permission, tick the box next to the organisation(s). Click **Mass Update Selected Rows.**

When the box opens, scroll down to Forms - Create.

Tick, then untick the box. When you do this, there will be a blue box around the check box.

Click Apply.

The permission have now been removed.

My Hierarchy   ✔ Save   ✖ Cancel

Organisations   Hierarchy View   Configurations   **Permissions**

	ORGANISATION NAME *	ACCREDITATIONS - MANAGE	AGE GROUPS - MANAGE	AWARDS - MANAGE	CLEARANCES - MANAGE	COMPETITION MEDIA - MANAGE	COMPETITION TEMPLATES - MANAGE	COMPETITIONS - MANAGE	COMPETITION CUSTOM FIELDS - MANAGE	COMPETITIVE LEVELS - MANAGE	FORMS - CREATE	STATISTICS DEFINITIONS - MANAGE	STATISTICS TEMPLATES - MANAGE
☐	Alfredton	☐	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑
☐	Bacchus Marsh	☐	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑
☐	Ballarat City Brewers	☐	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑

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