

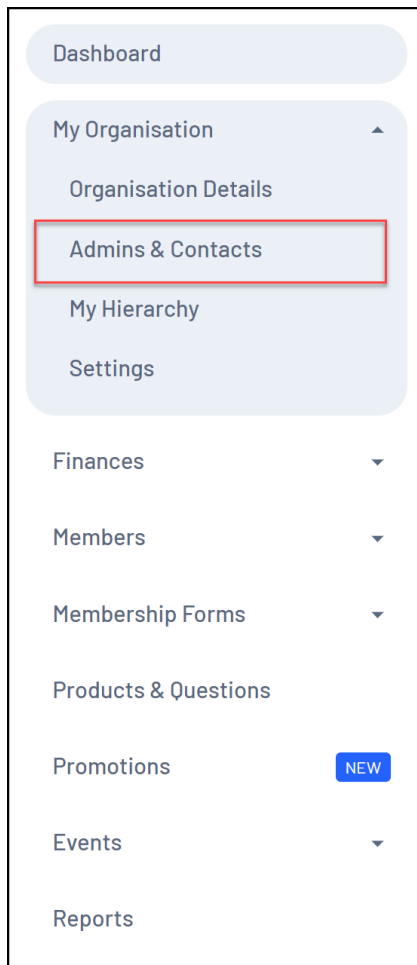


How do I grant a new admin access to my organisation?

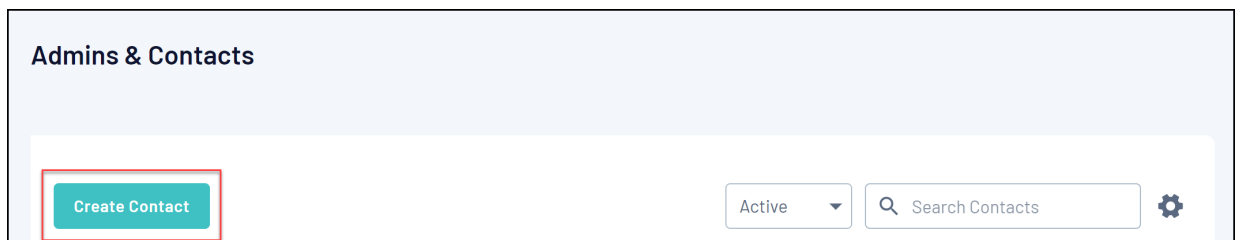
Last Modified on 06/06/2024 3:35 pm AEST

As an existing GameDay administrator, you can grant access to another administrator using the steps below.

1. Open the **My Organisation** menu and click **ADMINS & CONTACTS**.



2. Click **CREATE CONTACT**.



3. Enter all relevant information and click **SAVE**.

- **First Name**
- **Last Name**
- **Email Address:** The email address used by the administrator to login to GameDay
- **Mobile Phone**
- **Is Primary:** By checking this box, the user will become the primary contact for this organisation, allowing them to receive automatic notifications from the platform
- **Role:** Select the relevant role that this user will have.

Create Contact ×

First Name *

Last Name *

Email *

Mobile Phone *

Role *

Is Primary

By selecting this you will override the existing primary contact.

NOTE: Only an admin with the **TREASURER** role will be able to add/edit bank account details.

4. The user will currently be listed as **Inactive** in the list until you enable them as an Admin. Use the Status filter to toggle to the **INACTIVE** records.

Admins & Contacts

i Your inactive contact has been created. Please filter the table below to 'Inactive' to show the newly created contact and enable them as admin as needed.

Create Contact Inactive Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Is Primary	Admin Status
Aaron	Jones	support@mygameday.app	+61400100200	Administrator, Treasurer	<input type="checkbox"/>	Inactive

5. Click the arrow next to the contact's name and click **ENABLE ADMIN**.

Admins & Contacts

i Your inactive contact has been created. Please filter the table below to 'Inactive' to show the newly created contact and enable them as admin as needed.

Create Contact Inactive Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Is Primary	Admin Status	Action(s)
Aaron	Jones	support@mygameday.app	+61400100200	Administrator, Treasurer	<input type="checkbox"/>	Inactive	Edit

Admins & Contacts

i Your inactive contact has been created. Please filter the table below to 'Inactive' to show the newly created contact and enable them as admin as needed.

Create Contact Inactive Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Is Primary	Admin Status	Action(s)
Aaron	Jones	support@mygameday.app	+61400100200	Administrator, Treasurer	<input type="checkbox"/>	Inactive	Enable Admin

6. A pop up will appear asking you to confirm that you want to make this user an admin; click **ENABLE**.

Aaron Jones ×

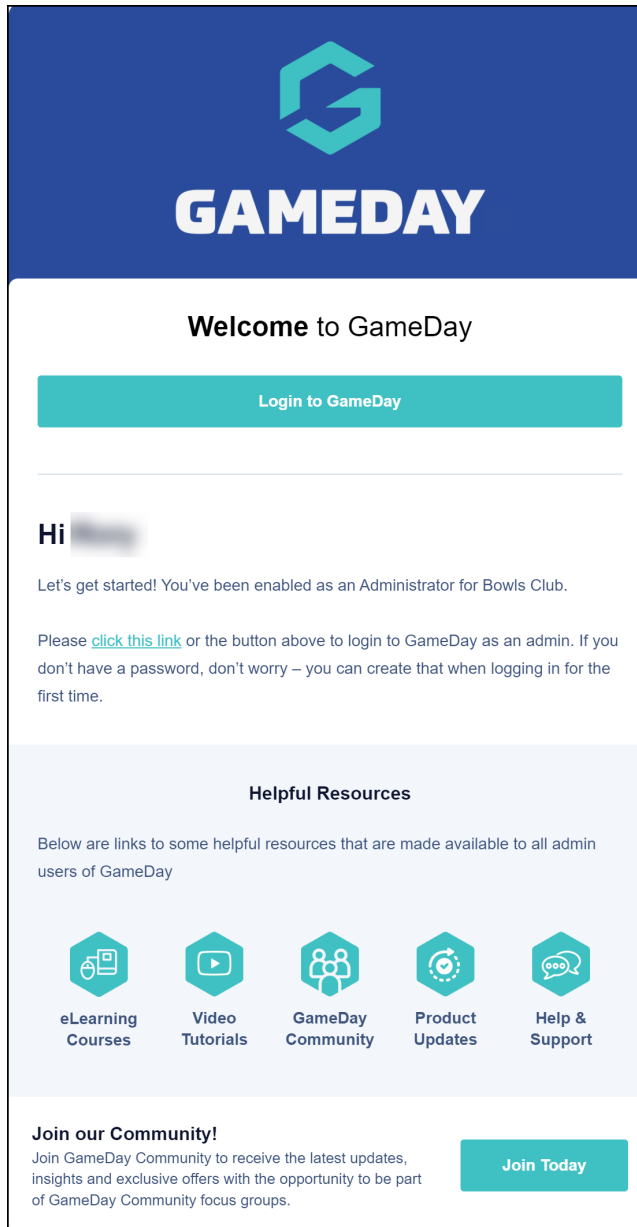
Please confirm that you would like to enable this person as an admin user.

Cancel Enable

You will see a notification in the top left-hand corner confirming that this user has been granted access and asking them to check their email.

Be sure to let the new administrator know to check their inbox and spam folders for this email, as this activation is required before they can set a password and log in.

The user will then be able to set their password and login to the platform via the email sent to their inbox.



The screenshot shows an email interface with a dark blue header containing the GameDay logo (a stylized 'G' in a hexagon) and the text 'GAMEDAY'. Below the header, the main content area is white and features the following elements:

- A teal button labeled 'Login to GameDay'.
- A greeting 'Hi [redacted]'.
- A message: 'Let's get started! You've been enabled as an Administrator for Bowls Club.'
- Instructions: 'Please [click this link](#) or the button above to login to GameDay as an admin. If you don't have a password, don't worry – you can create that when logging in for the first time.'
- A section titled 'Helpful Resources' with the text: 'Below are links to some helpful resources that are made available to all admin users of GameDay'.
- Five resource icons in teal hexagons: 'eLearning Courses' (book icon), 'Video Tutorials' (play button icon), 'GameDay Community' (group of people icon), 'Product Updates' (gear icon), and 'Help & Support' (speech bubble icon).
- A section titled 'Join our Community!' with the text: 'Join GameDay Community to receive the latest updates, insights and exclusive offers with the opportunity to be part of GameDay Community focus groups.'
- A teal button labeled 'Join Today'.

Note: If you are part of a hierarchy, you can also add administrators to an organisation below you in the hierarchy. Simply login to the relevant organisation through GameDay and follow the process above.

Related Articles