

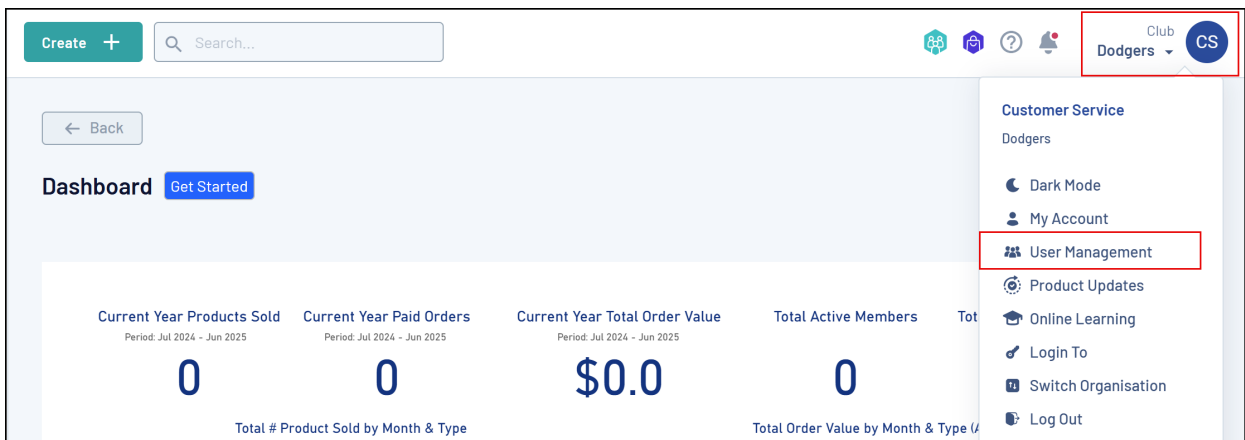


How do I grant a new admin user access to my organisation? (Super User only)

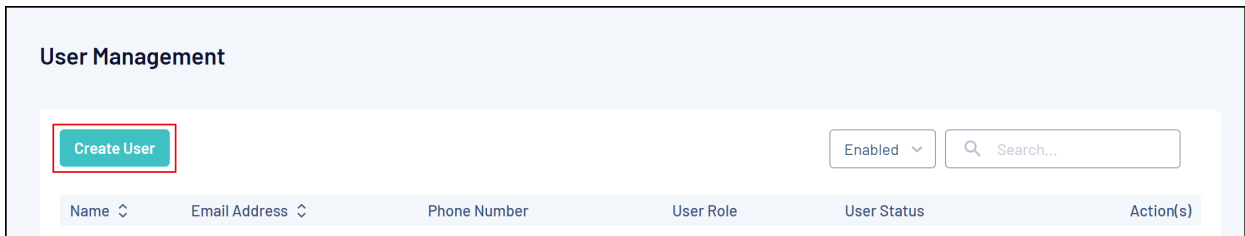
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If you are a Super User for your organisations, you can enable another admin user using the steps below.

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

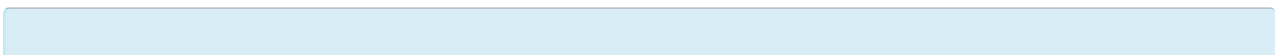


2. Click **CREATE USER**



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**
- **User Status:** By selecting 'Enabled', this user will be able to login to the database to which you are granting them access
- **User Roles:** Select the relevant role that this user will have. This will determine the level of access that each user will have. You can learn more about the permissions granted to each user role [here](#).



NOTE: Any super-user assumes the role of 'Primary Contact' so each super-user will get all automated notifications that get sent to an organisation under the existing 'Primary Contact' setting

Create User ✕

User Details

First Name *

Last Name *

Email *

Mobile Phone *

User Status *

User Role

User Roles *

User Role Description: <Super User>
The *Super User* role enables full permission to manage all of your organisations available modules with create, edit and view access including financial settings and enabling other users.
[Find out more about this user role here.](#)

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.



Welcome to GameDay

Login to GameDay

Hi [blurred]

Let's get started! You've been enabled as an Administrator for Bowls Club.

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.

Helpful Resources

Below are links to some helpful resources that are made available to all admin users of GameDay



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Join our Community!

Join GameDay Community to receive the latest updates, insights and exclusive offers with the opportunity to be part of GameDay Community focus groups.

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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.

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