



How do I edit an admin user's contact details?

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As a GameDay administrator, you can edit the contact details stored on file for any of your existing users.

To update an admin user's details:

1. Open your **Account Menu**, then click **USER MANAGEMENT**

The screenshot shows the GameDay dashboard. At the top right, the 'Club' menu is open, showing 'Dodgers' and 'CS'. The 'User Management' option is highlighted in the 'Customer Service' dropdown menu. The dashboard displays several key metrics: Current Year Products Sold (0), Current Year Paid Orders (0), Current Year Total Order Value (\$0.0), and Total Active Members (0). The period for all metrics is Jul 2024 - Jun 2025.

2. Click **EDIT** next to the relevant record

The screenshot shows the 'User Management' page. It features a 'Create User' button, an 'Enabled' dropdown, and a search bar. Below is a table of users:

Name	Email Address	Phone Number	User Role	User Status	Action(s)
John Smith	[REDACTED]	+61400100200	Super User	Enabled	Edit

At the bottom, there is a pagination control showing 'Show 10' and 'Showing 1-1 of 1'.

3. Make the relevant changes and click **SAVE AND EXIT**

Edit User



User Details

First Name *

John

Last Name *

Smith

Email *

yew.lotus7121@eagereverest.com

Mobile Phone *

+61 400 100 201

User Status *

Enabled

User Role

User Roles *

Super User

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.](#)

Cancel

Save and Exit

Note: If an admin needs to change their email address, you won't be able to change this on the existing user record, as it is required as a username for that administrator to login to GameDay. To update the email address/username for an existing admin, you will need to [disable access](#) to the existing record, then [add a new admin record](#) using their new email address.

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