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

Last Modified on 07/11/2024 6:03 pm AEDT

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**

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

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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