



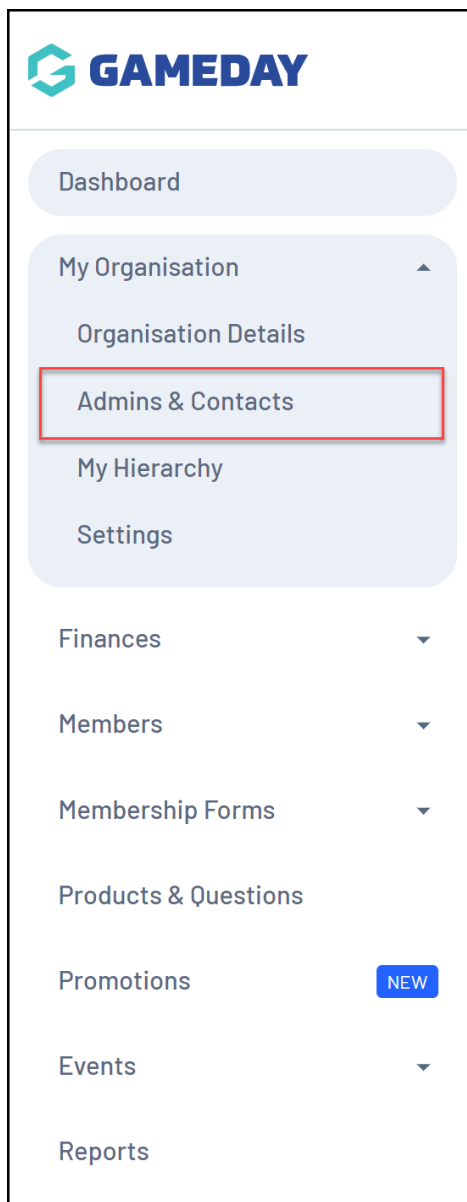
## How do I disable an admin's access to my organisation?

Last Modified on 04/10/2023 4:11 pm AEDT

As an administrator in GameDay, you have the ability to disable other administrators if they are no longer part of your organisation or if they no longer have access to your GameDay database.

To disable an administrator:

1. In the left-hand menu, click **My Organisation > ADMINS & CONTACTS**.



2. Find the Admin whose access you want to disable, then click the **ACTIONS ARROW**.

**Admins & Contacts**

Create Contact Active Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Admin Status	Action(s)
Andrew			+61 400100200		Active	Edit

3. Click **DISABLE ADMIN**.

**Admins & Contacts**

Create Contact Active Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Admin Status	Action(s)
Andrew			+61 400100200		Active	Disable Admin

4. When the pop-up appears, click **DISABLE**.

**Andrew** [blurred] X

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

Cancel Disable

This contact will no longer have access to login to your GameDay database.

**Note:** If you are part of a hierarchy, you can disable an administrator's access at other organisations below you in the hierarchy. To do this, login to the organisation, and follow the process above.

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