



How do I disable an admin user access to my organisation?

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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 admin user's access to your database:

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

The screenshot shows the GameDay dashboard interface. At the top right, the 'Account Menu' is open, displaying several options. The 'User Management' option is highlighted with a red box. The dashboard also shows various metrics such as 'Current Year Products Sold', 'Current Year Paid Orders', 'Current Year Total Order Value', and 'Total Active Members'.

2. Find the user whose access you want to disable, then click **EDIT**

The screenshot shows the 'User Management' page. At the top, there is a 'Create User' button and a search bar. Below this is a table of users. The first user listed is 'John Smith', with a 'User Status' of 'Enabled'. The 'Edit' button for this user is highlighted with a red box. At the bottom of the page, there is a pagination control showing 'Showing 1-1 of 1'.

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

3. Update the **User Status** field to **DISABLED**

Edit 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.](#)

4. Click **SAVE AND EXIT**

Edit 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.](#)

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.

Related Articles
