GAMEDAY

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

Last Modified on 07/11/2024 6:02 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 admin user's access to your database:

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

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

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

Edit User

User Details

First Name *

John

Last Name *

Smith

Email *

Mobile Phone *

🇦🇺 ▾ +61 400 100 201

User Status *

Disabled ⌄

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**

4. Click **SAVE AND EXIT**

Edit User

User Details

First Name *

John

Last Name *

Smith

Email *

Mobile Phone *

🇦🇺 ▾ +61 400 100 201

User Status *

Disabled ⌄

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**

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