



# GAMEDAY

## How do I upload documents for my organisation?

Last Modified on 14/02/2025 11:52 am AEDT

### Overview

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GameDay administrators have the ability to upload **Documents** for their own organisation that will appear on the Organisation Details page. Organisations sometimes need to upload documents for proof of insurance, bank details etc.

### Step-by-Step

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#### **Step 1: Navigate to the Organisation Details section**

In the left-hand menu, open the **My Organisation** menu and select **ORGANISATION DETAILS**

 Dashboard

 My Organisation 

Organisation Details


Contacts


My Hierarchy

Settings

 Finances  

 Members 


 Membership Forms

 Products & Questions

 Promotions

 Events 

 Communications

 Reports

 Marketplace

## Step 2: Toggle over to the Documents tab

Click the **DOCUMENTS** tab

## Organisation Details <sup>?</sup>

Active

Overview

Documents



Edit Image

Name \* Silverwood Sports Association

Organisation Alias SSA

### Physical Address

165 Cremorne Street, Cremorne, 3121, Victoria, Australia

### Mailing Address

Same as Physical Address



### Contact Details & Social Media

Primary Contact Tony Raymond

Phone \* AU +61 0400 100 200

Email \* tony@eagereverest.com

Website www.mygameday.app

Facebook https://www.facebook.com/GameDayStack/

### Step 3: Add your Document

Click the **ADD DOCUMENT** button

## Organisation Details <sup>?</sup>

Active

Overview

Documents

Add Document

Name	File Type	Size	Category	Source	Date/Time Added
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### Step 4: Upload the file and confirm the document details

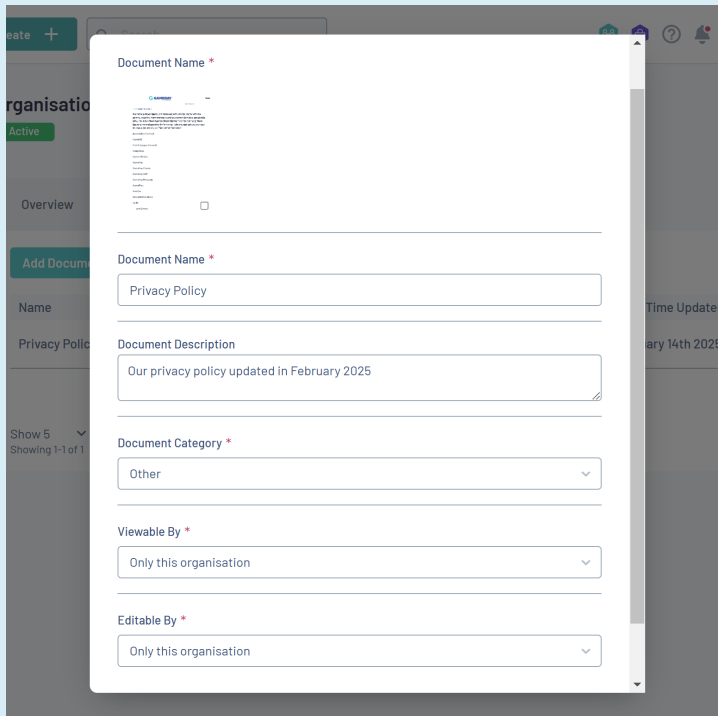
To select your document from your computer, click **CHOOSE A FILE**

**Note:** If the file size or format is not accepted, an error message will appear in red - check the file size and format and then re-upload

Once your Document is uploaded, you can enter the following additional information:

- **Document Name**

- **Document Description:** A description of the document which will display to other administrators in your GameDay database.
- **Document Category:** Choose from Bank Account, Insurance, Certification, Application or Other.
- **Viewable By:** Select whether you want the document to be viewable from only your organisation, or any parent organisation within the hierarchy.
- **Editable By:** Select whether you want the document to be editable from only your organisation, or any parent organisation within the hierarchy.



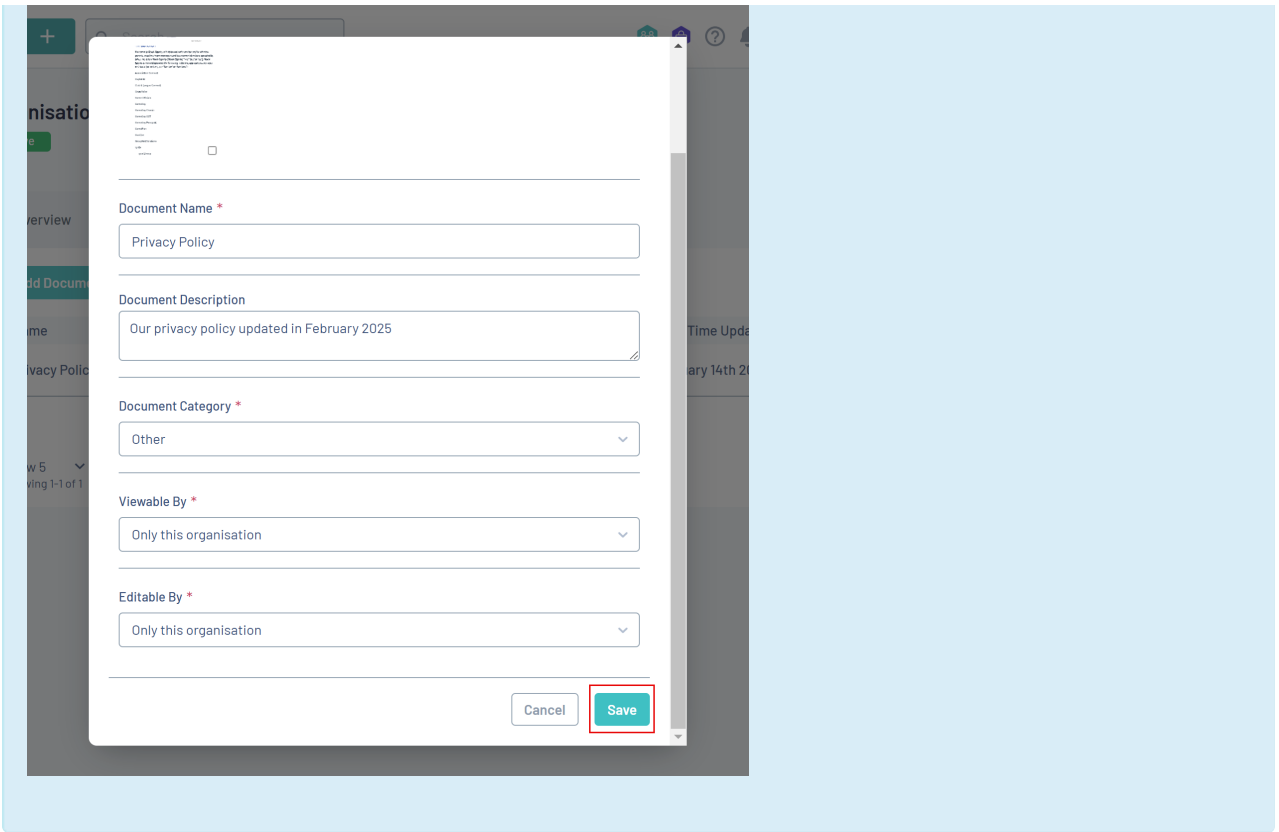
The screenshot shows a modal form for creating a document. The form is titled "Document Name \*" and contains the following fields:

- Document Name \***: A text input field containing "Privacy Policy".
- Document Description**: A text area containing "Our privacy policy updated in February 2025".
- Document Category \***: A dropdown menu with "Other" selected.
- Viewable By \***: A dropdown menu with "Only this organisation" selected.
- Editable By \***: A dropdown menu with "Only this organisation" selected.

The background shows a sidebar with "Add Document" and "Privacy Policy" buttons, and a table with columns for "Name" and "Time Updated".

### Step 5: Save your document

Click **SAVE** when you're happy with your document details



## Watch

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Your browser does not support HTML5 video.

## **Related Articles**

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