



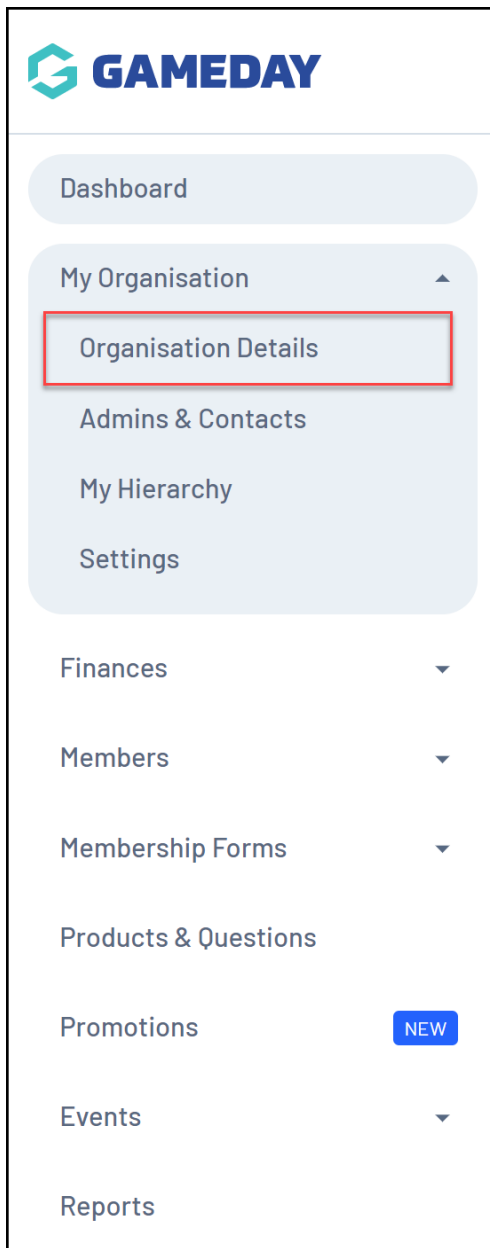
How do I upload documents for my organisation?

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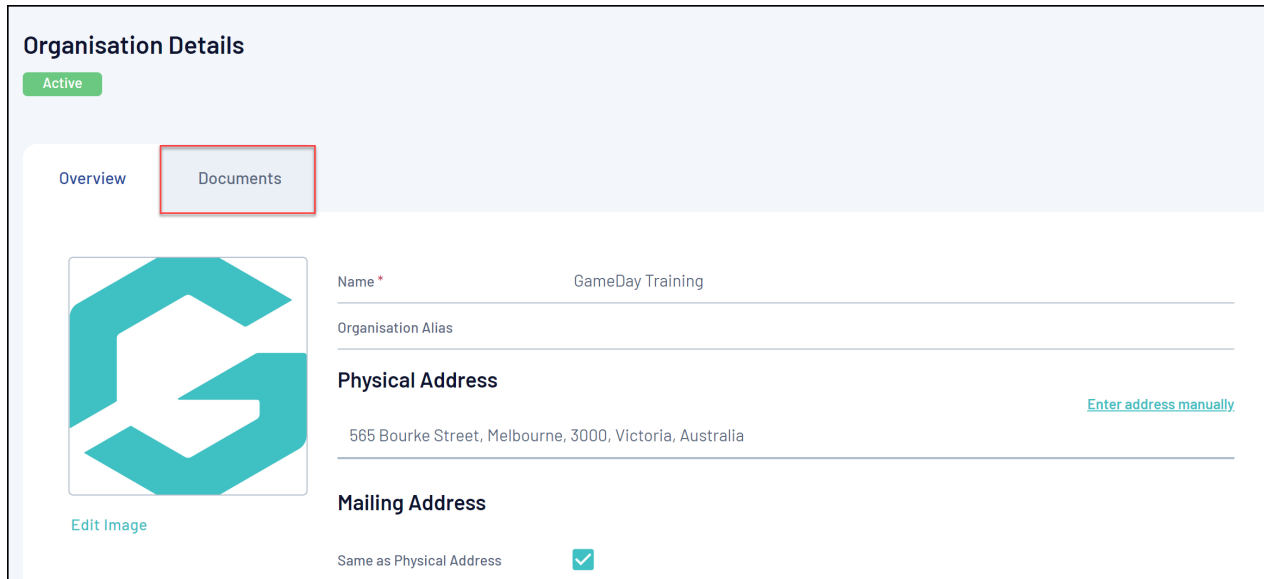
GameDay administrators have the ability to upload **Documents** for their own organisation that will appear on the Organisation Details page. Organisations sometimes need to upload documents for proof of insurance, bank details etc.

To upload a Document to your organisation database:

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

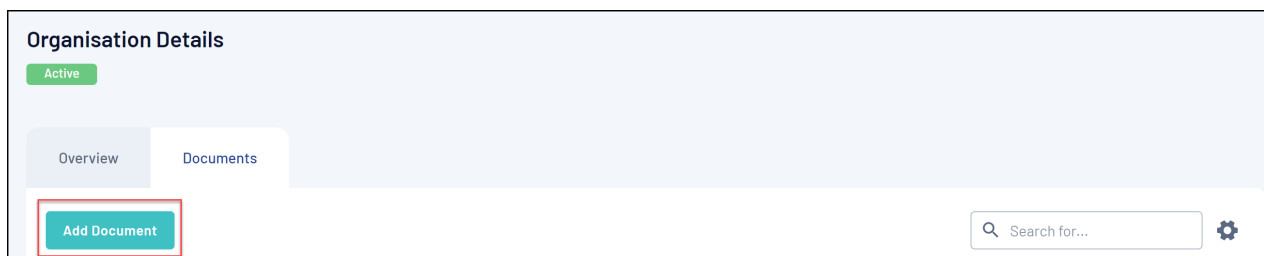


2. Click the **DOCUMENTS** tab.



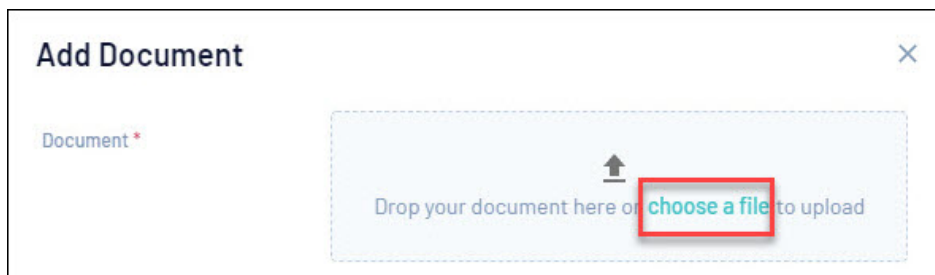
The screenshot shows the 'Organisation Details' page for 'GameDay Training'. The 'Documents' tab is highlighted with a red box. The page includes a profile picture, a status indicator 'Active', and fields for Name, Organisation Alias, Physical Address, and Mailing Address. The Physical Address field is pre-filled with '565 Bourke Street, Melbourne, 3000, Victoria, Australia' and has a link to 'Enter address manually'. The Mailing Address field is checked as 'Same as Physical Address'.

3. Click **ADD DOCUMENT**



The screenshot shows the 'Organisation Details' page with the 'Documents' tab selected. The 'Add Document' button is highlighted with a red box. A search bar and a settings gear icon are visible in the bottom right corner.

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



The screenshot shows the 'Add Document' dialog box. The 'Document' field is empty. A dashed box contains the text 'Drop your document here or choose a file to upload'. The 'choose a file' button is highlighted with a red box.

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

5. 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 organisation within the hierarchy.
- **Editable By:** Select whether you want the document to be editable from only your organisation, or any organisation within the hierarchy.

6. Click **SAVE**.

Related Articles
