GAMEDAY

How do I add a new Contact to my database

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Overview

Each organisation within GameDay has the capacity to keep a list of key contacts within their database as a way of storing contact details for individuals that may not necessarily need database access, or hold a membership with the organisation.

For example, you might want your contact list to include:

- Board/Committee members
- Administration staff
- Volunteers
- Coaches
- Referees
- Maintenance/Ground Staff
- Sponsors

Step-by-Step

Step 1: Access the Contacts section:

In the left-hand menu, click **My Organisation** > **CONTACTS**

Step 2: Add a new contact

Click the **CREATE CONTACT** button

Step 3: Enter any relevant information for your contact

Enter any information that you want to store for your contact, including:

- First Name
- Last Name
- Email
- Mobile Phone

- Role

Click **SAVE & EXIT** once you're finished

> **Note**: Contacts are not integrated with your membership database, nor are they associated with granting administrator access to your database. For more information on granting or disabling administrator access, please visit the User Management guide

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