



GAMEDAY

How do I edit a Contact's details?

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Overview

If you are storing general contact details in your GameDay database, you can edit an individual's or file at any time should they change and need to be updated.

Note: Contacts are separate from members and users. You can read more about Contacts within GameDay [here](#)

Step-by-Step

Step 1: Head to your Contacts list

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

Step 2: Edit the relevant Contact

Find the contact that you wish to update, then click **EDIT**

Step 3: Update and save the new details as needed

Change the relevant details, then click **SAVE & EXIT**

Watch

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