



How do I grant a user with access to my database?

Last Modified on 09/11/2023 1:14 pm AEDT

Existing Passport administrators can authorise other users to have access to their database and any levels below it in a hierarchy through the **User Management** feature. There is no limit to the number of administrators that can be granted access to a database.

Note: GameDay is not authorised to grant user access to Passport databases. User access is managed and granted by your sport. Please contact your sporting body or organisation directly to be granted access.

The following guide demonstrates how administrators at any level can provide access to different administrators at different levels of a hierarchy.

Note: In order to be authorised as an administrator, an individual must have a valid **Passport** account. Please read the article below for further instructions on signing up for a Passport account:

[How to Sign Up For Passport](#)

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

Authorise an administrator at your own level

To authorise an administrator at your own level:

1a. From your Passport dashboard, click the **Settings Cog** > **USER MANAGEMENT**

1b. Under the **Grant A User Access** section, enter the **EMAIL ADDRESS** associated with the new administrator's Passport account:

1c (optional). Tick the box next to **RESTRICTED ACCESS** if you want this administrator to have restricted functionality of your database - please read the [Restricted Access](#) article for more information on the functional changes this option enforces.

1d. Click **ADD** to grant the user access to this database

Grant a user access

To grant access to a user they must hold a confirmed GameDay Passport.

Email Address

Restricted Access

Add

Authorise an Association administrator

To authorise administrator access to an **Association** database within your hierarchy:

2a. From your Passport dashboard, click **ASSOCIATIONS**

GameDay Passport Training

Dashboard

Associations

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Details [Edit](#)

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Members

Players by Gender

Players by Gender

2b. Find the Association you want to provide access to, and click the **LOGIN** (magnifying glass) icon to login to that association.

Associations - Training

Showing Name Including

Status

| Name | Contact | Phone | Email |
|--|---------------|--------------|---------------------|
|  GameDay Passport Training | Margaret Bell | +61400100200 | hello@mygameday.app |
|  GameDay Passport Training (Baseball) | | | |
|  GameDay Passport Training (Basketball) | | | |
|  GameDay Passport Training (Cricket) | | | |
|  GameDay Passport Training (Hockey) | | | |

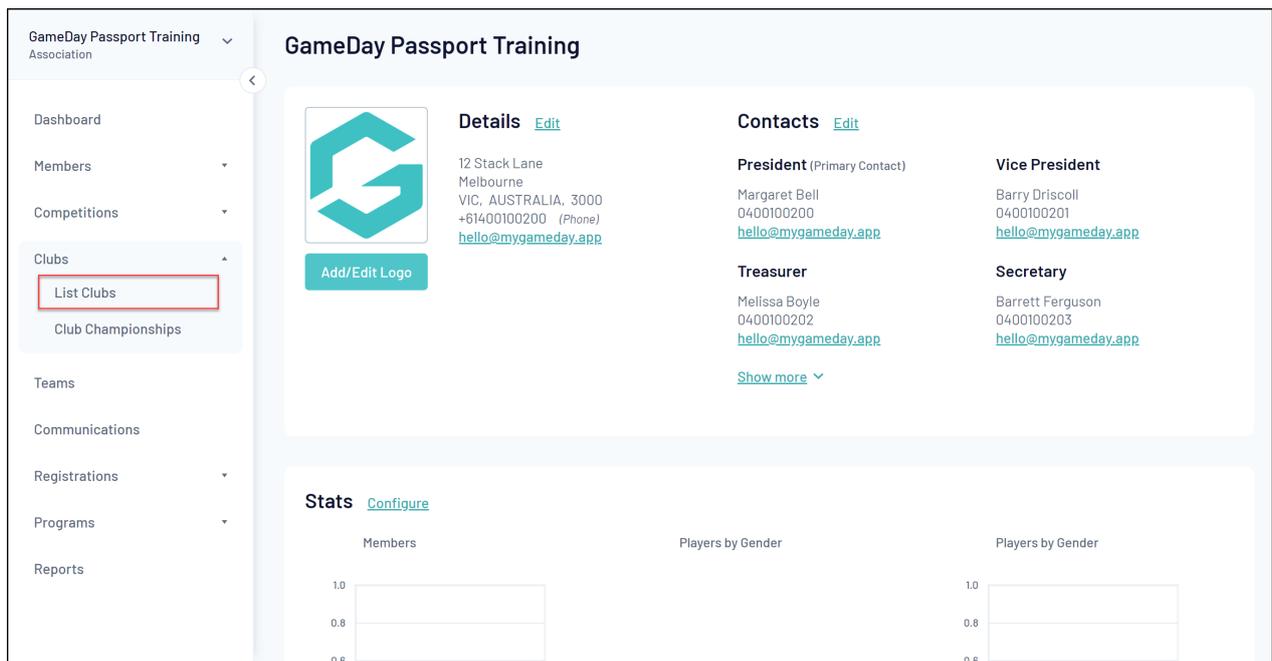
2c. Repeat the **User Management** process as per 1a - 1d above to grant an administrator access to this association database and all organisations beneath it.

Authorise a Club administrator

To authorise administrator access to an **Club** database within your hierarchy:

3a. Login to Passport at either the **Association** or **Club** level. If you have logged in directly to a Club-level database, skip to step 3d.

3b. If you are logged in at Association level, click the **Clubs** > **LIST CLUBS** option in the left-hand menu.



The screenshot displays the 'GameDay Passport Training' Association interface. On the left, a navigation menu lists various options, with 'List Clubs' under the 'Clubs' section highlighted with a red box. The main content area shows the association's details, including a logo, address, and contact information for the President, Vice President, and Treasurer. Below this, there are three empty charts labeled 'Members' and 'Players by Gender'.

| Role | Name | Phone | Email |
|-----------------------------|------------------|------------|---------------------|
| President (Primary Contact) | Margaret Bell | 0400100200 | hello@mygameday.app |
| Vice President | Barry Driscoll | 0400100201 | hello@mygameday.app |
| Treasurer | Melissa Boyle | 0400100202 | hello@mygameday.app |
| Secretary | Barrett Ferguson | 0400100203 | hello@mygameday.app |

3c. Find the Club you want to provide access to, and click the **LOGIN** (magnifying glass) icon to login to that association.

ADD

Clubs in Association

Showing Name Including Status

| | Name | Contact | Phone | Email | Active? |
|---|---------------------------|---------------|--------------|-----------------------|-------------------------------------|
|  | Bears | Cathleen Wade | 1300 100 200 | hello@stacksports.com | <input checked="" type="checkbox"/> |
|  | Bulldogs FC | | | | <input checked="" type="checkbox"/> |
|  | Bulls FC | | | | <input checked="" type="checkbox"/> |
|  | Cats FC | | | | <input checked="" type="checkbox"/> |
|  | Demons FC | | | | <input checked="" type="checkbox"/> |
|  | Eagles FC | | | | <input checked="" type="checkbox"/> |
|  | GameDay Passport Training | Beau Noel | 0400100200 | hello@stacksports.com | <input checked="" type="checkbox"/> |
|  | Giants FC | | | | <input checked="" type="checkbox"/> |
|  | Hawks FC | | | | <input checked="" type="checkbox"/> |
|  | Hornets FC | | | | <input checked="" type="checkbox"/> |
|  | Jaguars FC | | | | <input checked="" type="checkbox"/> |

3d. Repeat the **User Management** process as per 1a - 1d above to grant an administrator access to this club database and all organisations beneath it.

Authorise a Team administrator

To authorise administrator access to an **Club** database within your hierarchy:

4a. Login to Passport at either the **Association, Club** or **Team** level. If you have logged in at the Team level, skip to step 4d.

4b. If you have logged in at the Association or Club level, click **TEAMS** in the left-hand menu.

GameDay Passport Training Association

Details [Edit](#)

12 Stack Lane
Melbourne
VIC, AUSTRALIA, 3000
+61400100200 (Phone)
hello@mygameday.app

Contacts [Edit](#)

President (Primary Contact)
Margaret Bell
0400100200
hello@mygameday.app

Vice President
Barry Driscoll
0400100201
hello@mygameday.app

Treasurer
Melissa Boyle
0400100202
hello@mygameday.app

Secretary
Barrett Ferguson
0400100203
hello@mygameday.app

Stats [Configure](#)

Members Players by Gender Players by Gender

4c. Find the Team you want to provide access to, and click the **LOGIN** (magnifying glass) icon to login to that association.

Teams in Association [ADD](#)

Showing Name Including Season Age Group Status

| | Team Name | Competition | Season | Age Group | Contact Name | Email | Phone | Active |
|--|-----------|------------------------|-------------|-----------|--------------|-------|-------|-------------------------------------|
| | Bears | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Bulldogs | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Bulls | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Cats | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Demons | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Eagles | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Giants | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Hawks | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Hornets | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Jaguars | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |
| | Lions | 2023 Mixed Competition | 2023 Season | Age 21 | | | | <input checked="" type="checkbox"/> |

4d. Repeat the **User Management** process as per 1a - 1d above to grant an administrator access to this club database and all organisations beneath it.