

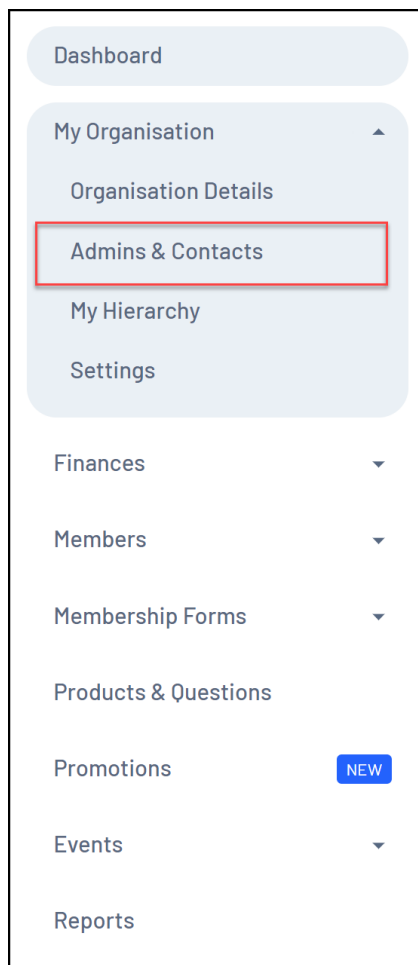


How do I grant a new admin access to my organisation?

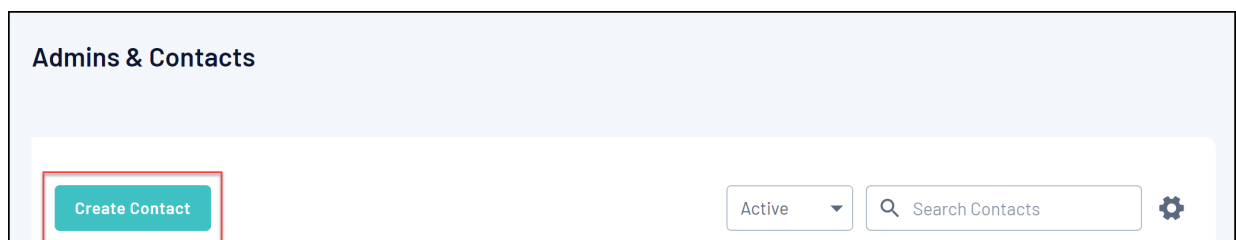
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As an existing GameDay administrator, you can grant access to another administrator using the steps below.

1. Open the **My Organisation** menu and click **ADMINS & CONTACTS**.



2. Click **CREATE CONTACT**.



3. Enter all relevant information and click **SAVE**.

- **First Name**
- **Last Name**
- **Email Address:** The email address used by the administrator to login to GameDay
- **Mobile Phone**
- **Is Primary:** By checking this box, the user will become the primary contact for this organisation, allowing them to receive automatic notifications from the platform
- **Role:** Select the relevant role that this user will have.

Create Contact

×

First Name *

Aaron

Last Name *

Jones

Email *

support@mygameday.app

Mobile Phone *

AU +61

0400 100 200

Role *

Administrator

Treasurer

×

Is Primary

☒

By selecting this you will override the existing primary contact.

Cancel

Save

NOTE: Only an admin with the **TREASURER** role will be able to add/edit bank account details.

4. The user will currently be listed as **Inactive** in the list until you enable them as an Admin. Use the Status filter to toggle to the **INACTIVE** records.

Admins & Contacts

i Your inactive contact has been created. Please filter the table below to 'Inactive' to show the newly created contact and enable them as admin as needed.

Create Contact

Inactive

Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Is Primary	Admin Status
Aaron	Jones	support@mygameday.app	+61400100200	Administrator, Treasurer	<input type="checkbox"/>	Inactive

5. Click the arrow next to the contact's name and click **ENABLE ADMIN**.

Admins & Contacts

i Your inactive contact has been created. Please filter the table below to 'Inactive' to show the newly created contact and enable them as admin as needed.

Create Contact

Inactive

Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Is Primary	Admin Status	Action(s)
Aaron	Jones	support@mygameday.app	+61400100200	Administrator, Treasurer	<input type="checkbox"/>	Inactive	Edit

Admins & Contacts

i Your inactive contact has been created. Please filter the table below to 'Inactive' to show the newly created contact and enable them as admin as needed.

Create Contact

Inactive

Search Contacts

First Name	Last Name	Email *	Mobile Phone *	Role(s) *	Is Primary	Admin Status	Action(s)
Aaron	Jones	support@mygameday.app	+61400100200	Administrator, Treasurer	<input type="checkbox"/>	Inactive	Enable Admin

6. A pop up will appear asking you to confirm that you want to make this user an admin; click **ENABLE**.

Aaron Jones ×

Please confirm that you would like to enable this person as an admin user.

Cancel Enable

You will see a notification in the top left hand corner confirming that this user has been granted access and for them to check their email.

Be sure to let the new administrator know to check their inbox/spam folders for this email as this activation is required before they can set a password and log in.

Note: If you are part of a hierarchy, you can also add administrators to an organisation below you in the hierarchy. Simply [login to the relevant organisation](#) through GameDay and follow the process above.

Related Articles
