



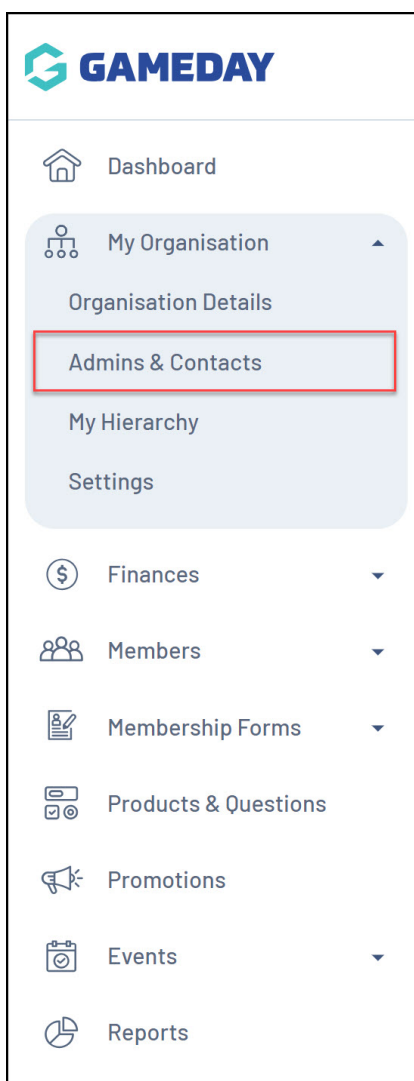
## How do I edit an admin's contact details?

Last Modified on 19/03/2024 3:04 pm AEDT

As a GameDay administrator, you can edit the contact details stored on file for any of your existing Admins or Contacts.

To update an Admin or Contact's details:

1. In the left-hand menu, click **My Organisation > ADMINS & CONTACTS**



2. Click **EDIT** next to the relevant record

**Admins & Contacts** [Help](#)

Create Contact

Active

customerservice

First Name	Last Name	Email	Mobile Phone	Role(s)	Is Primary	Admin Status	Action(s)
Customer	Service	customerservice@sportstg.com	+61 400100200	Treasurer, Administrator	<input type="checkbox"/>	Active	<div>Edit</div>

Show 50

Showing rows 1-1 of 1

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3. Make the relevant changes and click **SAVE**

**Note:** Granting the Treasurer role to an admin allows them to add Bank Accounts to the database - admins without this role assigned to them will not be able to add Bank Accounts

**Edit Contact** ×

First Name \*

Customer

Last Name \*

Service

Email \*

customerservice@sportstg.com

Mobile Phone \*

AU +61

0400 100 210

Role \*

Treasurer

Administrator

×

Is Primary

☐

Cancel

Save

**Note:** If an admin needs to change their email address, you won't be able to change this on the existing admin record, as it is required as a username for that administrator to login to GameDay. To update the email address/username for an existing admin, you will need to [disable access](#) to the existing record, then [add a](#)

new [admin record](#) using their new email address.

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