Adding Organisation Admins

Step 1: Insert **www.sportstg.com** into your web browser.

Step 2: Click **Log In** at the top left-hand side of your screen.
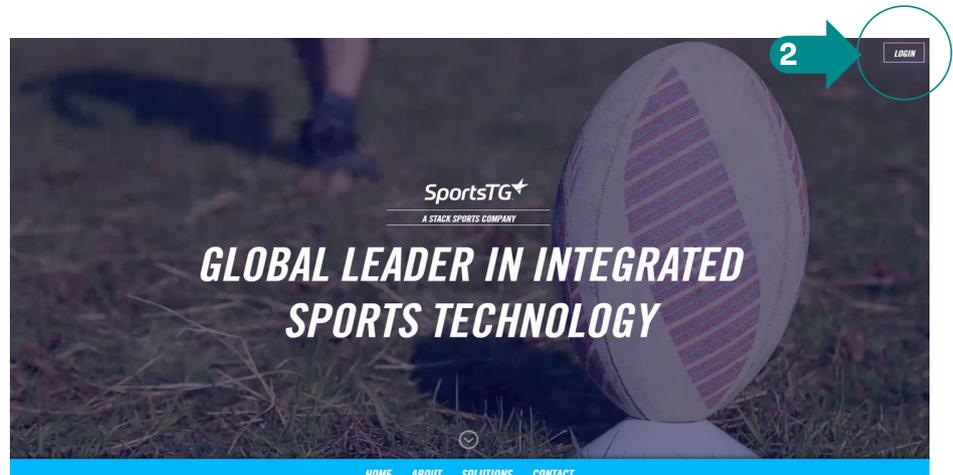
Step 3: Select **GameDay**.
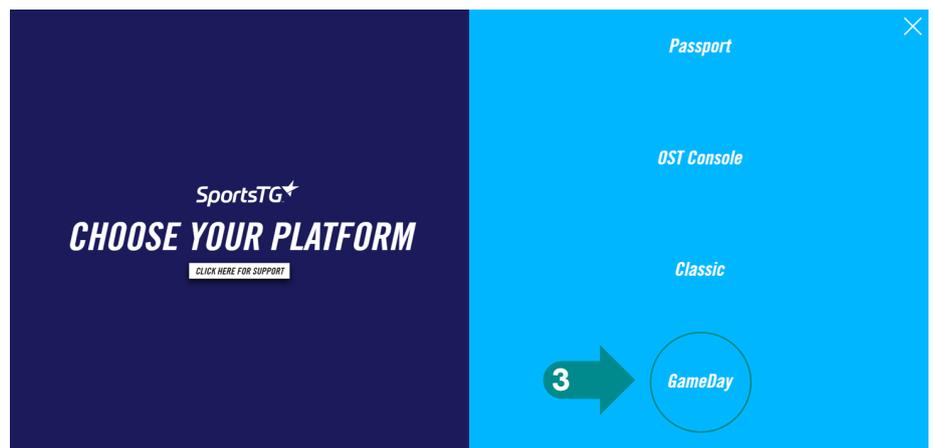
Step 4: Enter email address and click **Next**.
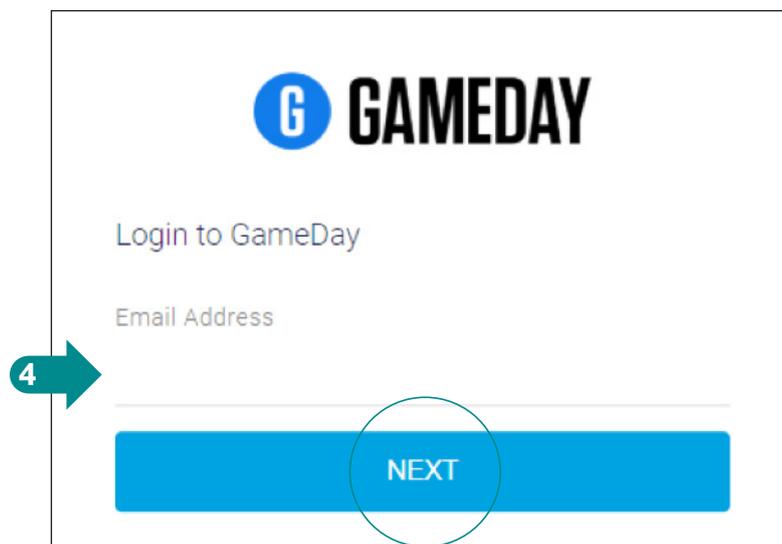
Adding Organisation Admins

Step 5: Select your entity you wish to log into.
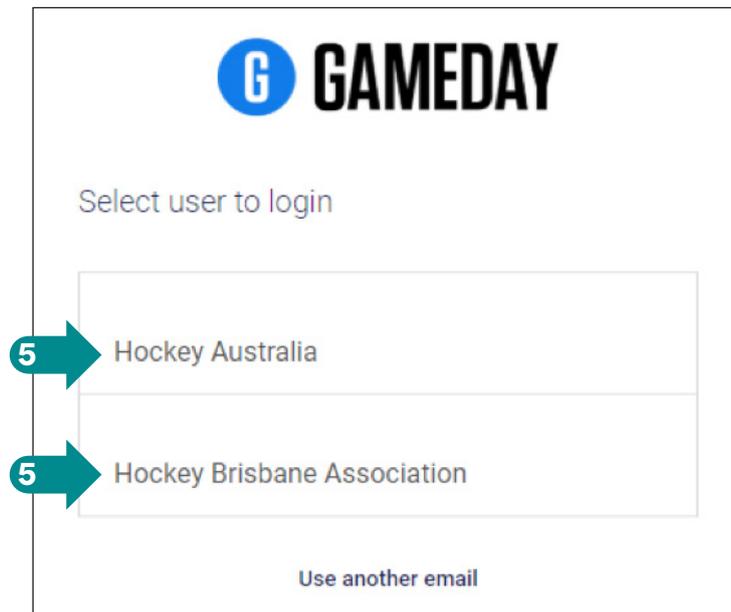
Step 6: Enter your password and click **Login**.
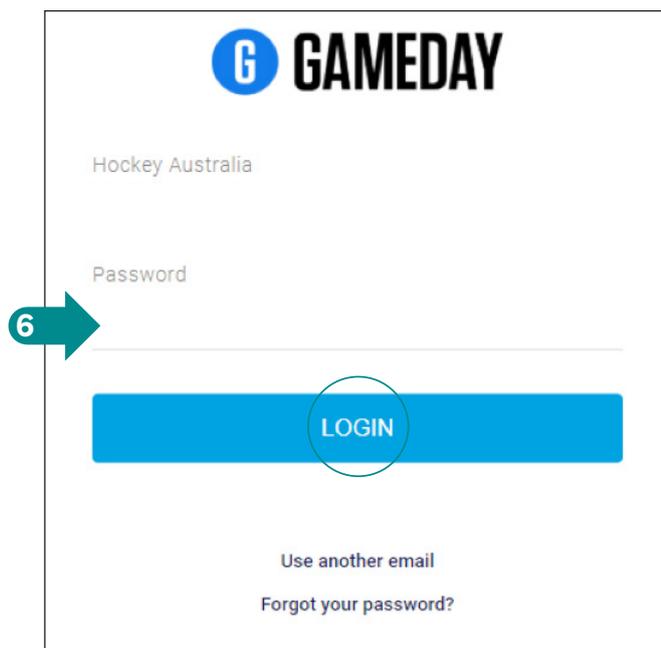
Adding Organisation Admins

Step 7: Once in the database, hover over **My Organisation** and click on **Admins & Contacts**.

MY ORGANISATION

Dashboard

Organisation Details

7 ➤ Admins & Contacts

Finances

My Hierarchy

⚙ Settings
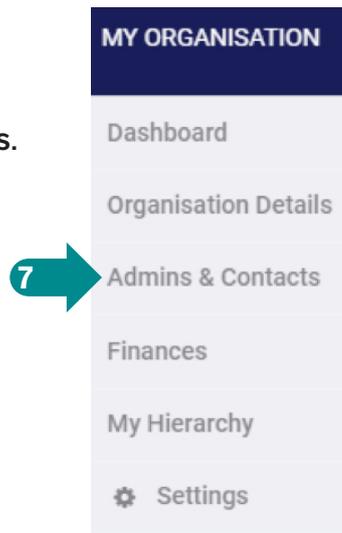
Step 8: Click **Create Contact**.

8 ➤ ⊕ Create Contact
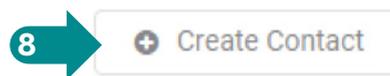
Step 9: Enter new administrators details.

9 ➤ First Name *   Email *

Last Name *   Mobile Phone *

Role *   None selected   Is Primary ☐

Please note: Only the 'Treasurer' role will have access to the financial section of the database. Please ensure the appropriate club person is assigned to this role. Only the 'Treasurer' will be able to upload financial details.

Step 10: Click on the drop-down icon.

10 ➤ EDIT ROW ⌄

Step 11: Click **Enable Admin**.

Step 12: A new pop-up window will appear. Click **Enable User**.

12 ➤ Enable User

Please note: The changes won't show until the page is refreshed.