

How do I lock/unlock a Contract?

Last Modified on 09/11/2023 1:22 pm AEDT

As a sport utilising Contract Management features, you have the ability to lock and unlock the ability for Club-level administrators to edit specific contracts.

Note: Locking and unlocking contracts can only be done from Association-level or higher

To control the lock status of a contract:

1. From your organisation dashboard, open the **Members** menu, then select **CONTRACTS**

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	List Members						
	Member Rollover						
	Transfer Member						
	Injuries						
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2. Find the relevant contract and use the magnifying glass icon to $\ensuremath{\textbf{EDIT}}$ the contract

List Contracts												
								Showir	ng Title Including	Season 2023	Status	ADD
	ID	Title	Туре	Member	Season	Acti	Loc	Start	End	Submitted	Last Edited	Docs
đ	021162	Myles Gray 1	Short Term	Myles Gray	2023		 Image: A start of the start of	01/01/2023	01/01/2024	17/10/2023 1	17/10/2023 1	View Docs
لم	021163	Colton Baile	Long Term	Colton Bailey	2023			01/01/2024	01/01/2027	17/10/2023 1	17/10/2023 1	View Docs

3. Scroll down to the Locked field and apply a setting:

- If ticked, club-level administrators will not be able to edit this contract's details
- If un-ticked club-level administrators will be able to edit this contract's details

Details	
Member Name	GRAY, Myles (1988-05-25)
Contract Name*	Myles Gray 1-Year Contract
Contract Type*	Full Time
Contract Start Date*	01/01/2024
Contract End Date*	01/01/2025
Pending?	
Active?	
Locked?	

4. Click UPDATE CONTRACT SUBMISSION