

How do I update a member's assigned ID?

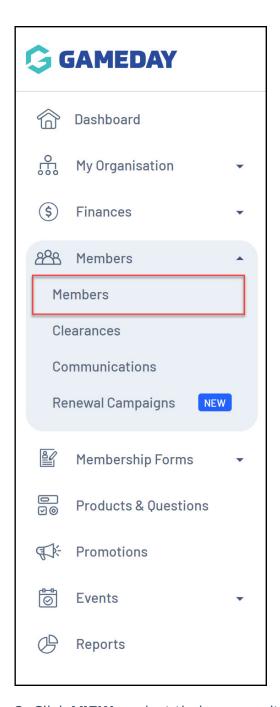
Last Modified on 28/02/2024 2:43 pm AEDT

GameDay administrators can update the assigned active Member ID on a member's record, provided the new ID has not already been assigned to another member

Note: If the ID was not created at your level (e.g a state or national ID) please contact the relevant organisation that can change this for you

To manually change a member ID:

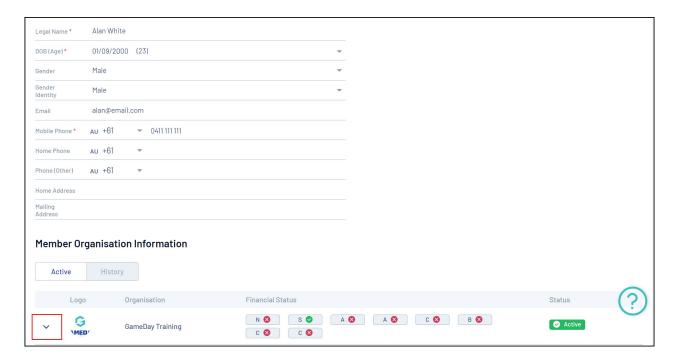
1. In the left-hand menu, click **Members** > **MEMBERS**



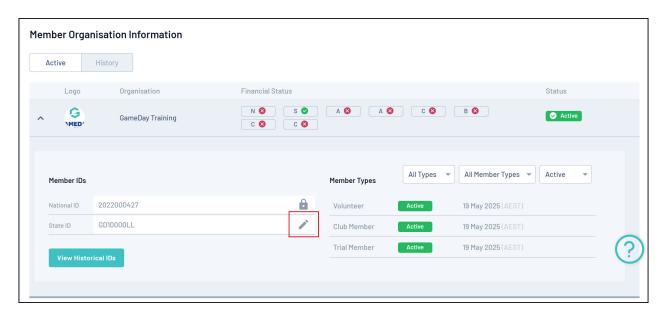
2. Click **VIEW** against their name within the member list



3. Scroll down to the **MEMBER ORGANISATION INFORMATION** heading and click the drop-down arrow against the organisation



4. Click the EDIT (PENCIL) ICON against the relevant MemberID

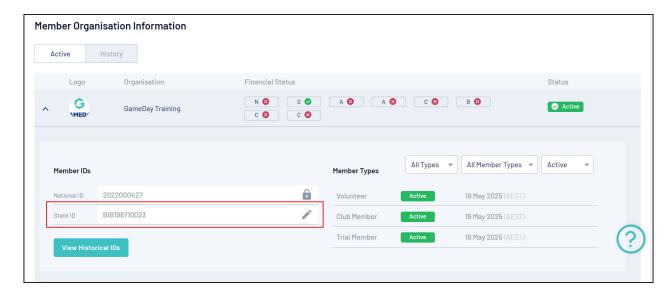


5. Enter the MemberID you want this member to have, then click **UPDATE**



Note: A unique ID cannot be assigned if it is already assigned to someone else

8. This new ID will be reflected within the member record



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