



# GAMEDAY

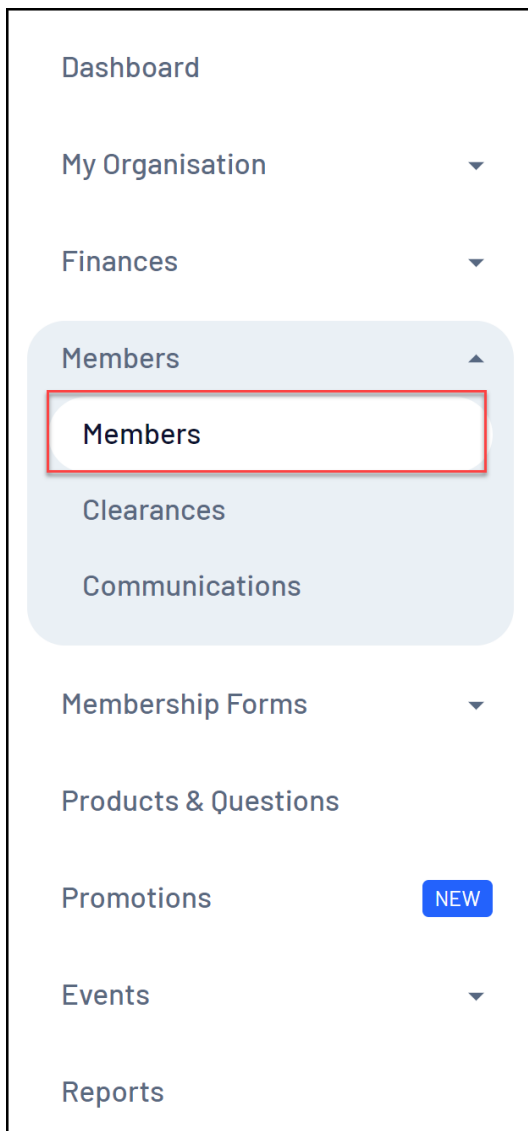
## How do I manually add a new member record?

Last Modified on 25/02/2025 2:16 pm AEDT

GameDay allows administrators to manually add members to the membership database through the back-end admin portal.

To add a manual member record:

1. On the left-hand menu, click **MEMBERS**



2. On the **Member List** tab, click **CREATE NEW MEMBER**


Members List    By Product    Add-on Products    By Member Type    By Organisation    By Season

**Create New Member**    All Assigned Genders ▼    All Gender Identities ▼    Search Member Name

3. Enter the member's basic and contact details, then click **SAVE**

### Create New Member ✕

Profile Image



[Add Photo](#)

First Name *	Tom
Last Name *	Lewis
Birthdate *	01/03/1996 ▼
Gender	Male ▼
Mobile Phone *	AU +61 ▼ 400100200
Email *	hello@stacksports.com
Organisation	GameDay Training ▼

[Cancel](#)    **Save**

You will then have a record of the member that can be accessed directly through GameDay

GAMEDAY

Create +

State  
GameDay Training

- Dashboard
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- Finances
- Members
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**Tom Lewis** 1 March 1996

Active

Member Details

Member Activity

Orders/Transactions

Memberships

Events

Basic Details

Parents/Guardians & Family

Emergency/Medical Details

Preferences

Other

Legal Name *	Tom Lewis
Age *	01/03/1996
Gender	Male
Gender Identity	Please select
Email	hello@stacksports.com
Mobile Phone *	AU +61 0400 100 200

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