



GAMEDAY

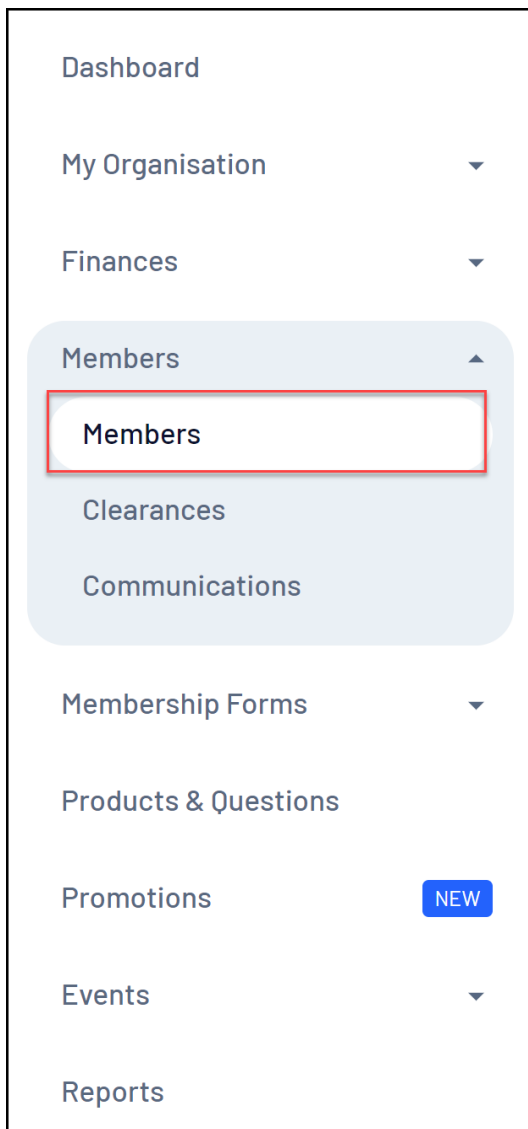
How do I manually add a new member record?

Last Modified on 27/11/2023 11:13 am 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 ▼

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

GAMEDAY

Create +

State
GameDay Training

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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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