

How do I manually add a new member record?

23/09/2025 10:12 am AEST

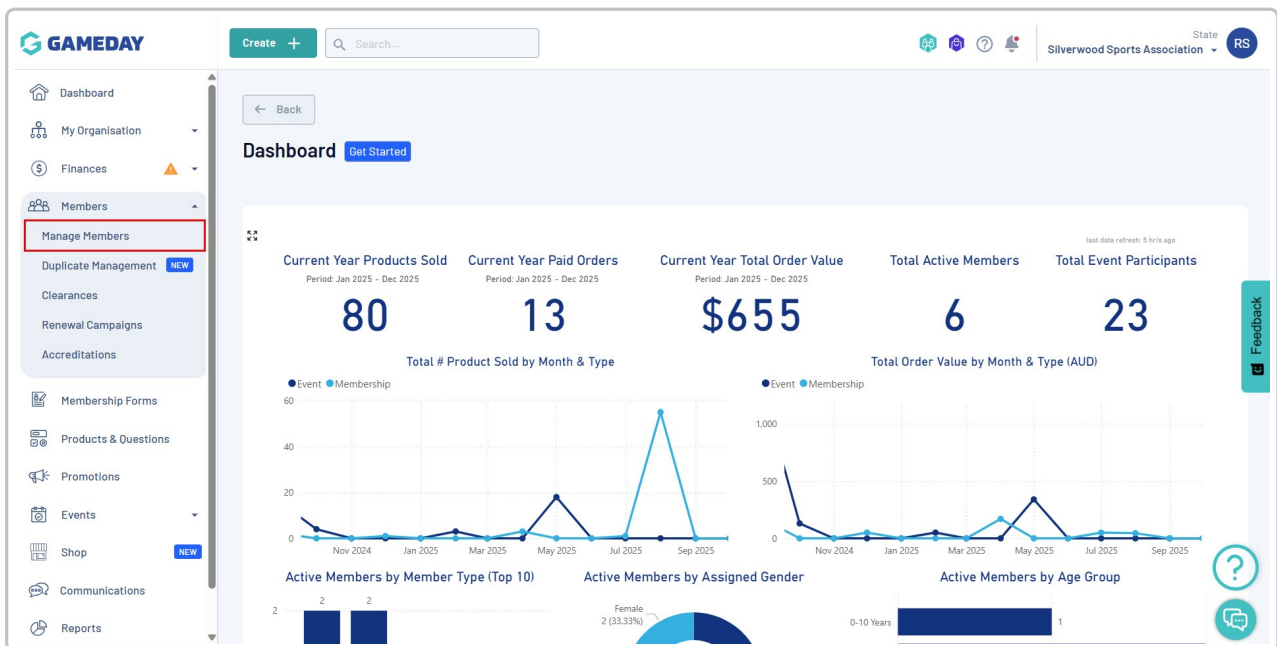
Overview

GameDay allows administrators to manually add members to the membership database through the back-end admin portal as an alternative to collecting member registrations through registration forms.

Step-by-Step

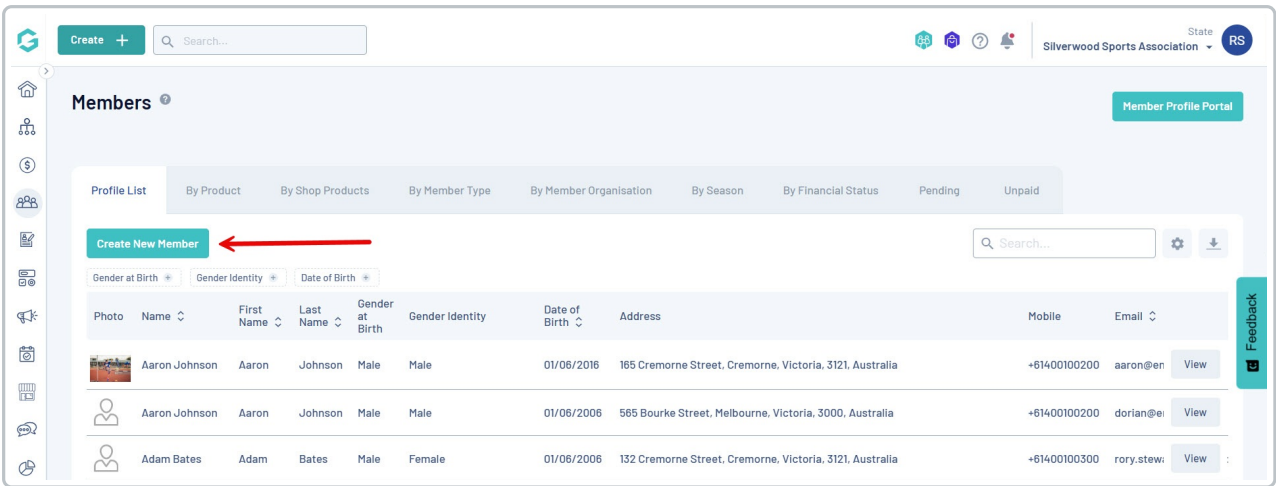
Step 1: Navigate to your member list

On the left-hand menu, click **Members > MANAGE MEMBERS**

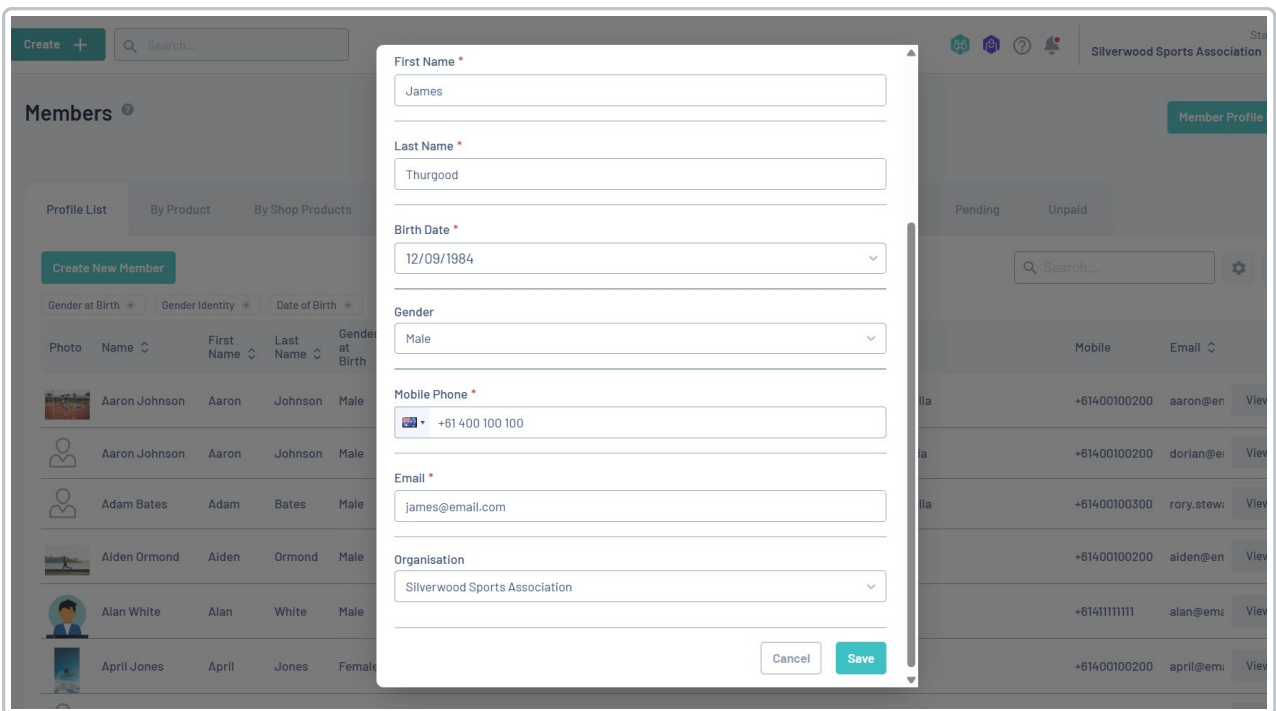


Step 2: Add a new member

On the **Profile List** tab, click **CREATE NEW MEMBER**



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



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

