

# How do I manually add a membership to a member profile?

29/04/2025 10:37 am AEST

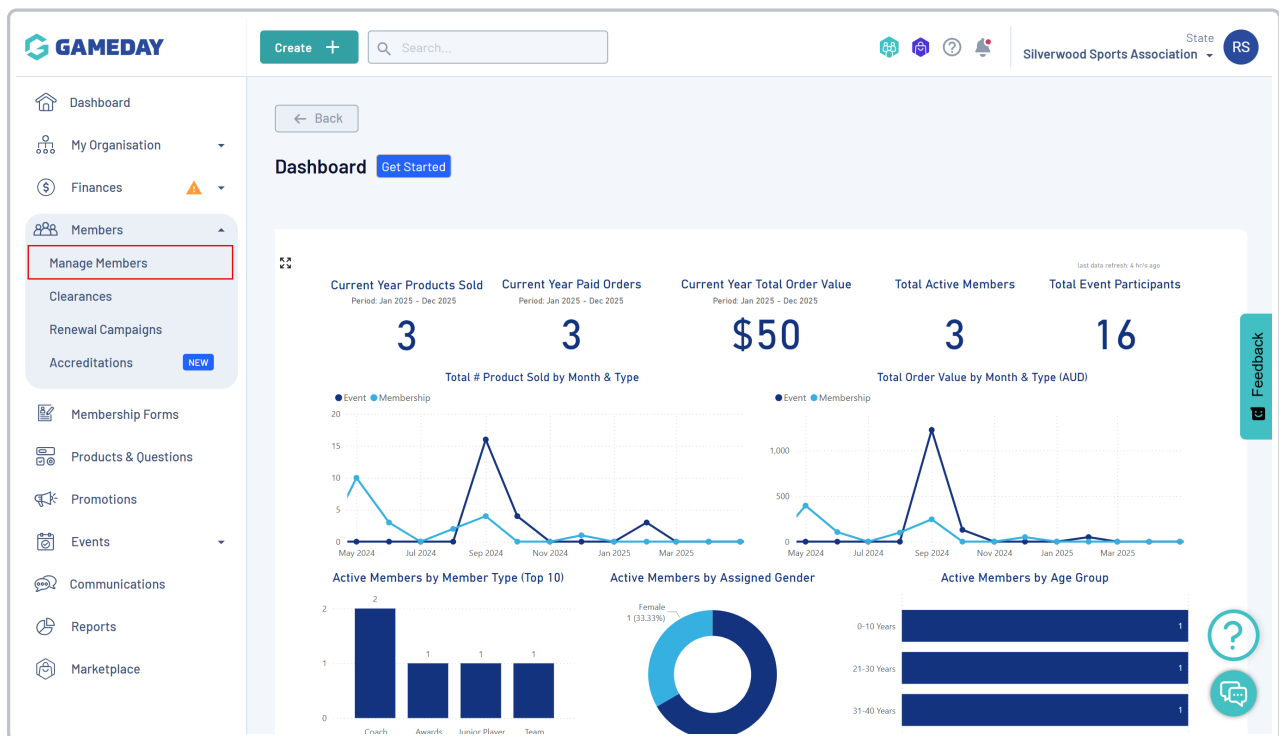
## Overview

As a GameDay administrator, you can manually add a registration product to a member's profile, which includes the ability to record an offline payment or process a live payment on the member's behalf. This can be useful if a member cannot access a secure connection to register themselves or would prefer to pay over the phone or with an administrator in person.

## Step-by-Step

### Step 1: Open the member list

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



### Step 2: View the relevant member profile

Find the applicable member and click **VIEW**

Create +

Search...

Silverwood Sports Association

State RS

Members

Member Profile Portal

Profile List

By Product

By Add-on Products

By Member Type

By Member Organisation

By Season

By Financial Status

Pending

Create New Member

All Genders at Birth

All Gender Identities

Search...

Photo

Name

First Name






Last Name

Gender at Birth

Gender Identity

Date of Birth

View

	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	View
	Adam Bates	Adam	Bates	Male	Male	01/06/2006	View
	Aiden Ormond	Aiden	Ormond	Male		01/08/2010	View
	Alan White	Alan	White	Male	Male	01/09/2000	View
	April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008	View

Feedback

### Step 3: Open the member's product page

On the member record, click the **PRODUCTS** tab


Create +

Search...

Silverwood Sports Association

State RS

← Back



Aaron Johnson

1 June 2016

Profile Status: Active

Account Email:

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

Basic Details

Parents/Guardian Details

Emergency/Medical Details

Preferences

Other

Legal Name \*

Aaron Johnson

DOB (Age) \*

01/06/2016 (8)

Gender

Male

Email

aaron@email.com

Mobile Phone \*

AU +61

0400 100 200

Home Phone

AU +61

(03) 9000 8000

Phone (Other)

AU +61

0400 100 200

Feedback

### Step 4: Start a new registration

Click the **ADD REGISTRATION** button in the **Memberships** tab

Create +

Search...

State

Silverwood Sports Association

RS

Home

People

Account

Groups


Calendar

Reports

Feedback

Help

Logout



← Back

**Aaron Johnson** 1 June 2016

Profile Status: Active

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

Memberships

Events

Add-on Products

Add Registration

Active

All Member Organisations

All Product Owner Organisations

Member Organisation	Product Owner Organisation	Product Name	Price	Start Date	End Date	Season(s)	Age Group(s)	
Koalas	Koalas	Koalas Junior Club Membership Fee - 12 Months	\$ 45.00 AUD	11 September 2024 (AEST)	12 September 2025 (AEST)	2024	Junior	<div>View Payment</div>

Show 10

Showing 1-1 of 1

<<

<

1

>

>>

Feedback

## Step 5: Select a product

Click **ADD PRODUCTS** and select the product you want to add to the registration.

×

Add Membership to undefined

Membership to add

Select organisation \*

Ducks

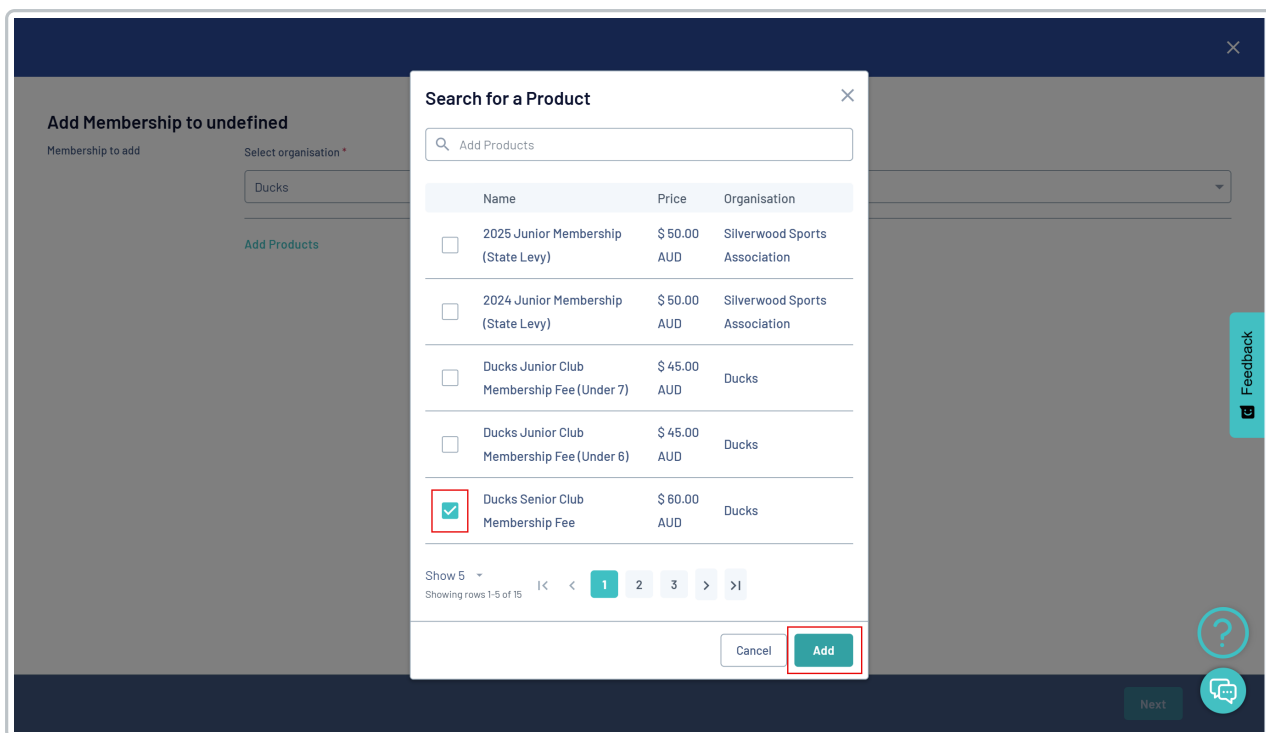
Add Products

Feedback

?

Next

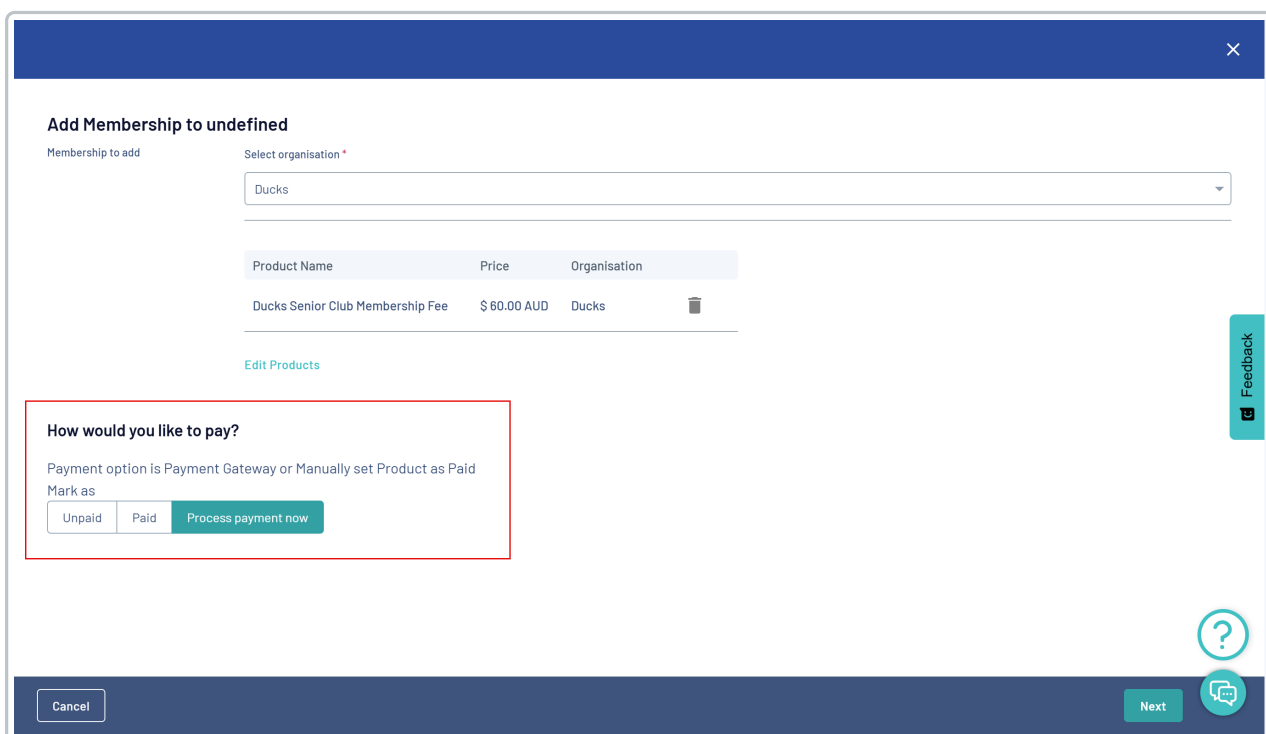
You can search for a product from your database to assign for the new registration. Use the checkbox to select the product(s), then click **ADD**



## Step 6: Decide how you want to pay

Once you've assigned a product, choose one of the below options to complete the registration:

- **Unpaid:** Allows you to add the registration to their record but still have it listed as Unpaid.
- **Paid:** Allows you to manually mark the registration as Paid (i.e. if the payment has been made offline by cash, cheque etc.).
- **Process payment now:** Allows you to process a live payment using GameDay's integrated payment gateway.



Make your selection, then click **NEXT**

×

Add Membership to undefined

Membership to add

Select organisation \*

Ducks

Product Name	Price	Organisation
Ducks Senior Club Membership Fee	\$ 60.00 AUD	Ducks

[Edit Products](#)

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

Unpaid

Paid

Process payment now

?

Feedback

?

Next

Cancel

### Step 7: Make payment (if you selected Process Payment Now)

If you're paying through the online gateway, enter the credit card details and click **PAY NOW**

×

### Make a Payment

Total due: \$ 60.00 AUD

Card

AU Direct Debit

Card number

1234 1234 1234 1234

VISA

MasterCard

Amex

Expiry date

MM / YY

Security code

CVC

CV

Country

Australia

▼

Pay Now

Powered by stripe

?

Feedback

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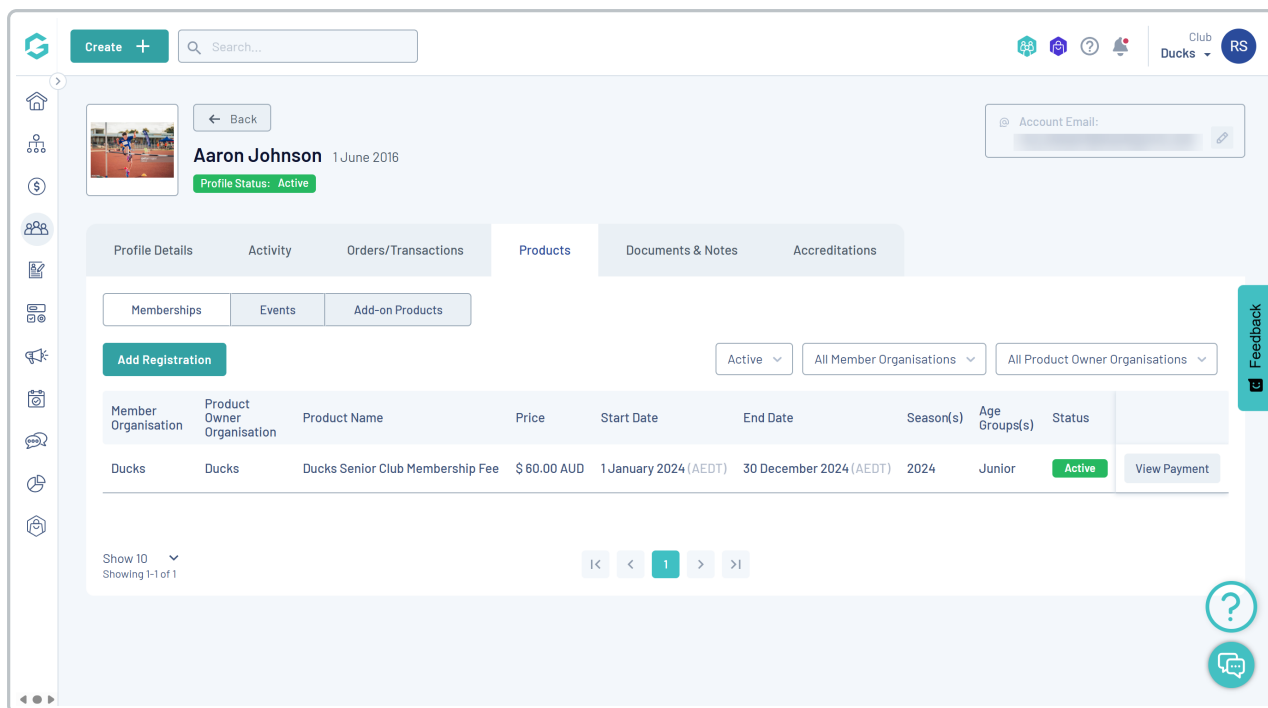
?

Cancel

Pay Now

Once you've completed the registration, it will appear on the member record under the **Products** tab





## Watch

Your browser does not support HTML5 video.