



GAMEDAY

How do I manually add a membership to a member record?

Last Modified on 13/08/2024 2:51 pm AEST

As a GameDay administrator, you can manually add a registration product to a member's record, 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.

To manually record a registration in GameDay:

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

 Dashboard

 My Organisation ▼

 Finances ▼

 Members ▲

Members

Clearances

Communications

Renewal Campaigns NEW

 Membership Forms ▼

 Products & Questions

 Promotions

 Events ▼

 Reports

2. Find the applicable member and click **VIEW**

Members [Help](#)

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 | ⚙️

Photo	Name ▾	First Name ▾	Last Name ▾	Assigned Gender	Gender Identity	Birthdate ▾	Action(s)
	Alex Barton	Alex	Barton	Male	Male	25/07/2018	View
	Al Jones	Al	Jones	Male	Different Identity	11/10/2007	View
	Andrew Scone	Andrew	Scone	Male	Non-binary/gender fluid	15/07/1982	View

3. On the member record, click the **MEMBERSHIPS** tab

[← Back](#) | Account Email: [\[redacted\]](#) 🔒

Al Jones 11 October 2007
[Active](#)

Member Details | Member Activity | Orders/Transactions | **Memberships** | Events | Add-on Products >

Basic Details | Parents/Guardians & Family | Emergency/Medical Details | Preferences | Other

Legal Name * | Al Jones

Age * | 11/10/2007 ▾

Gender | Male ▾

Gender Identity | Different Identity ▾

Different Identity | Gender Neutral

4. Click **ADD REGISTRATION**

Member Details | Member Activity | Orders/Transactions | **Memberships** | Events | Add-on Products >

[Active](#) | [History](#)

[Add Registration](#) | All Member Organisations ▾ | All Product Owners ▾

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

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Add Membership to AI Jones

Membership to add

Select organisation *

GameDay Training

Add Products

7. 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.

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Add Membership to AI Jones

Membership to add

Select organisation *

GameDay Training

Product Name	Price	Organisation	
Junior Membership Fee 2023	\$ 50.00 AUD	GameDay Training	🗑

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

?

Cancel

Next

✕

Make a Payment

Total due: \$ 50.00 AUD

Pay with card

Card Number

Expiration Date (MM/YY)

CVV (3 digits)

Cancel
Pay Now

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

Member Details Member Activity Orders/Transactions Memberships Events Add-on Products Documents & >

Active History

Add Registration
All Member Organisations ▾
All Product Owners ▾

Member Organisation	Product Owner	Product Name	Price	Start Date	End Date	Season(s)	Age Group(s)	Status	Action(s)
GameDay Training	GameDay Training	Junior Membership Fee 2023	\$ 50.00 AUD	1 January 2023 (AEDT)	31 December 2023 (AEDT)	2023	Under 16	Active	View Payment

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