How do I view or edit the questions answered by members in the registration form?
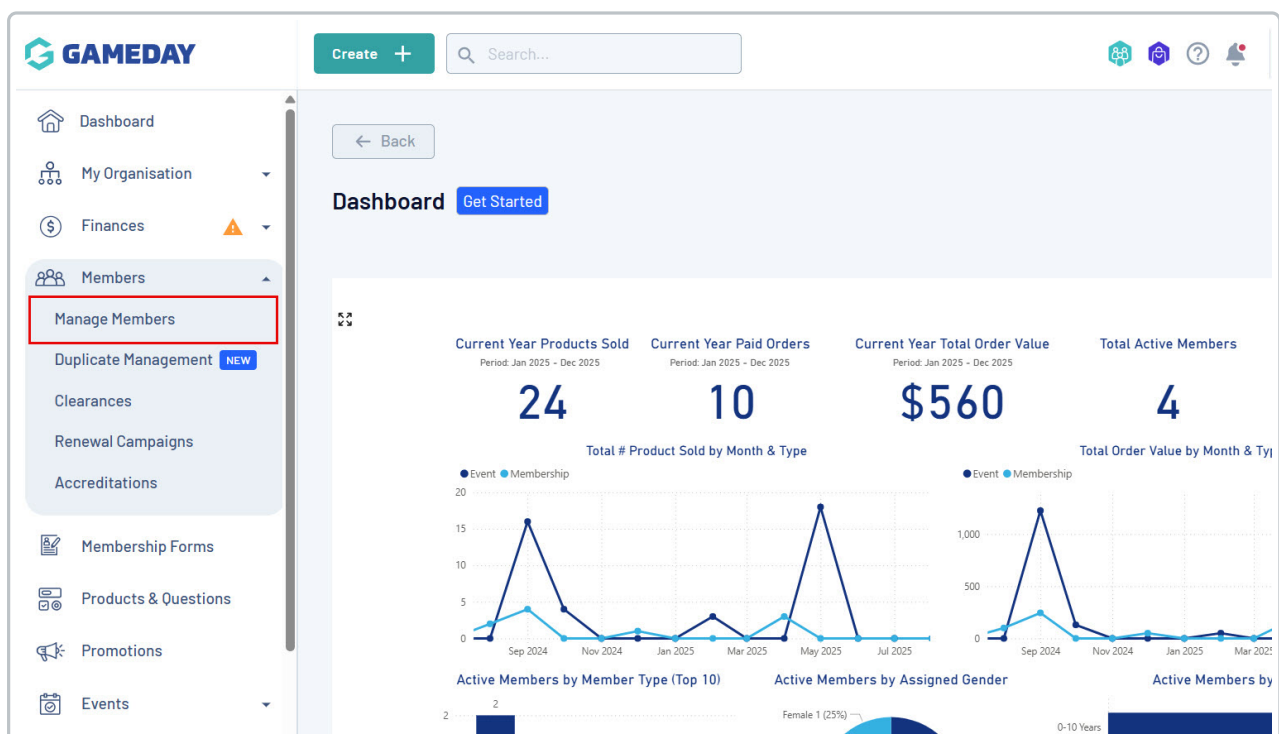
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Overview

As a GameDay administrator, you can find the custom question responses given by members by viewing their member profile and accessing the Activity section. This will display any membership or event forms the member has completed through GameDay, including the custom questions that were attached to that form at the time of the member's registration.

Step-by-Step

Step 1: Open your Member List

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

Step 2: Open the relevant member record

Find the applicable member and click **VIEW**

Step 3: Open the Activity section

Click the **ACTIVITY** tab at the top of the member's record

Step 4: Expand the relevant form and view custom questions

In the **Forms** tab, click the **ARROW** next to the relevant registration form.

Any custom questions answered within the form will now display. If you need to change the member's response on these questions, you can use the **EDIT** button and update the answer as needed

Watch

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