



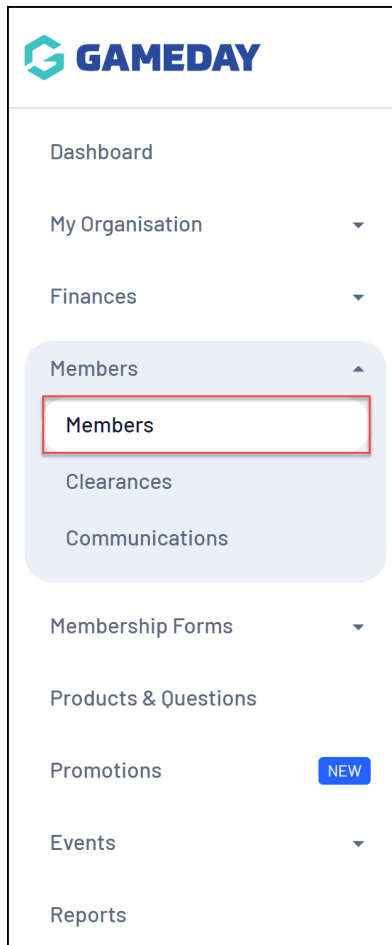
## How do I edit a member record?

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GameDay allows administrators to manually update information that has already been recorded on member records:

To update information on a member record:

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







2. Find the applicable member, then click **VIEW**.

**Members**

Members List | By Product | Add-on Products | By Member Type | By Organisation | By Season | Financial Fi >

Create New Member | All Assigned Genders | All Gender Identities | Search Member Name | ⚙️

Photo	Name ↕	First Name ↕	Last Name ↕	Assigned Gender	Gender Identity	Action(s)
	Aaron Ferguson	Aaron	Ferguson	Male	Male	<b>View</b>
	Al Jones	Al	Jones	Male	Male	View
	Andrew Scone	Andrew	Scone	Male		View
	Andrew White	Andrew	White	Male	Male	View

3. In the **Member Details** tab, you can update any personal information by clicking on the field you want to update and editing the value. Once relevant changes have been made, click **SAVE**.

Your browser does not support HTML5 video.

For more information on the scope of data held within a member record, click [here](#).

## Related Articles

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