

# How do I edit a member record?

23/09/2025 1:36 pm AEST

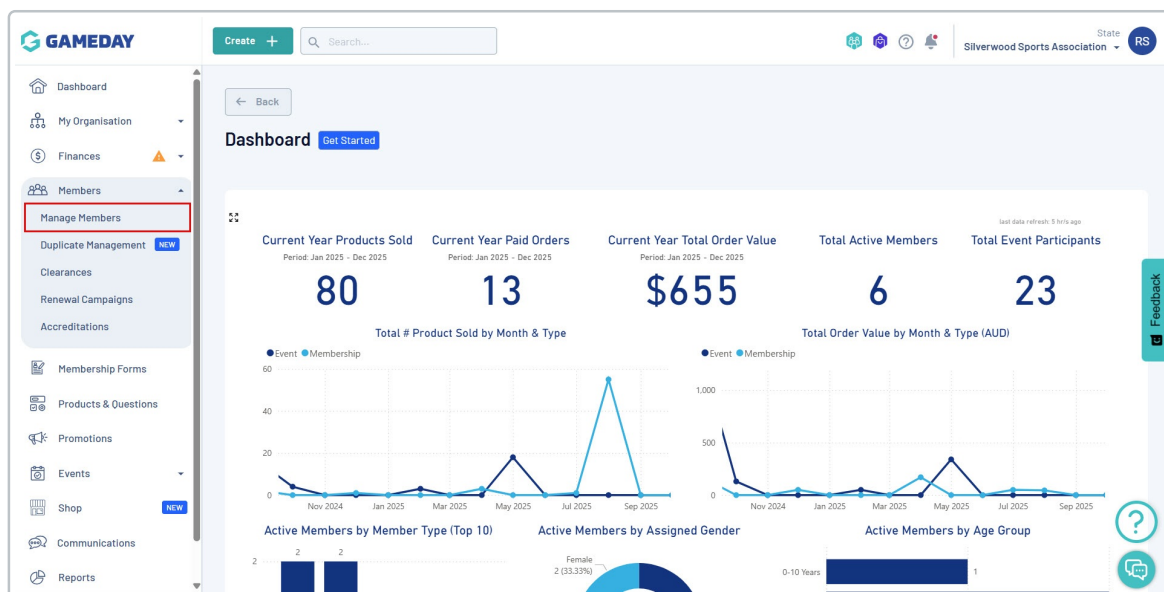
## Overview

GameDay allows administrators to manually update information that has already been recorded on member records, such as information submitted through a registration form, custom fields and preferences.

## Step-by-Step

### Step 1: Navigate to the Member List

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



### Step 2: View the relevant member

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

The screenshot shows the 'Members' list in GameDay. A red arrow points to the 'View' button next to the first member, Aaron Johnson. The table lists members with columns for Photo, Name, First Name, Last Name, Gender at Birth, Gender Identity, Date of Birth, Address, Mobile, and Email. The 'View' button is located to the right of the Email column.

Photo	Name	First Name	Last Name	Gender at Birth	Gender Identity	Date of Birth	Address	Mobile	Email	View
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	165 Cremorne Street, Cremorne, Victoria, 3121, Australia	+61400100200	aaron@er	View
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2006	565 Bourke Street, Melbourne, Victoria, 3000, Australia	+61400100200	dorian@e	View
	Adam Bates	Adam	Bates	Male	Female	01/06/2006	132 Cremorne Street, Cremorne, Victoria, 3121, Australia	+61400100300	rory.stew	View

### Step 3: Edit the relevant information

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](#).

---