How do I upload documents to a members profile?

23/09/2025 4:18 pm AEST

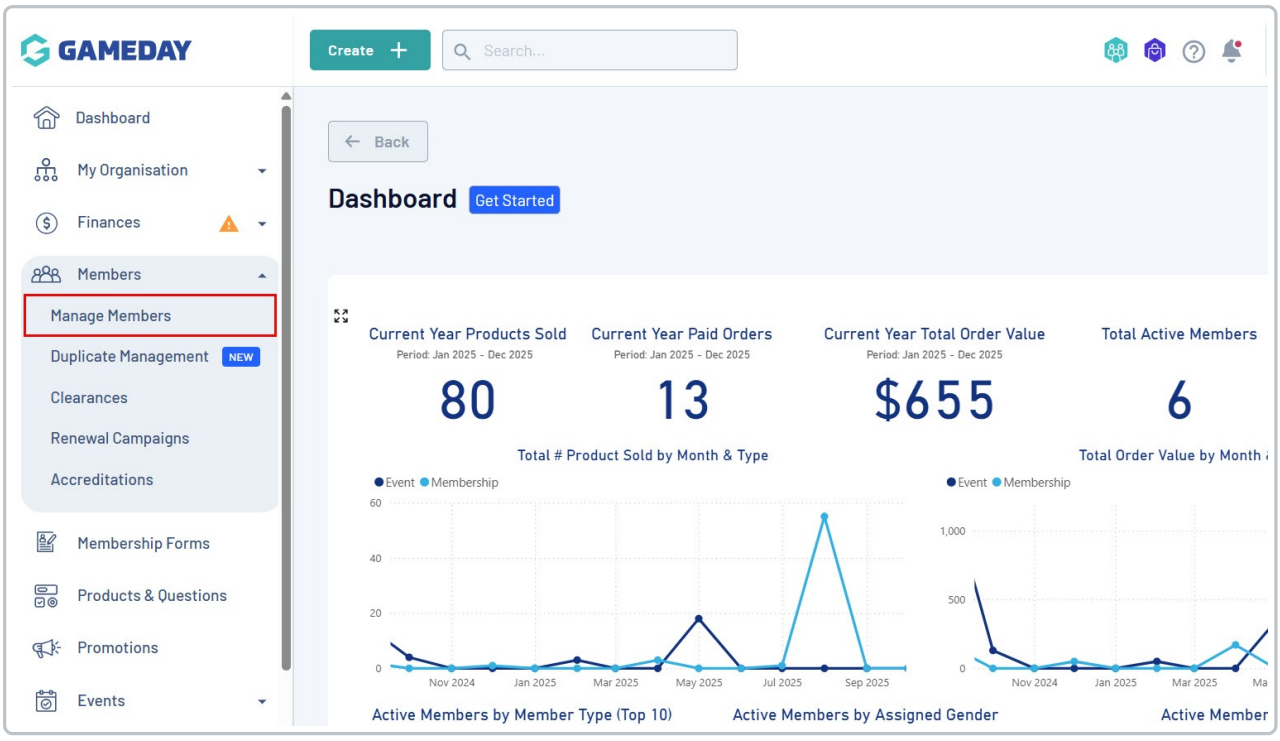
Overview

GameDay administrators have the ability to manually upload documents to a members record, such as proof of age, identification, qualifications or any other documentation that may be required to store with the member's details in GameDay.

Step-by-Step

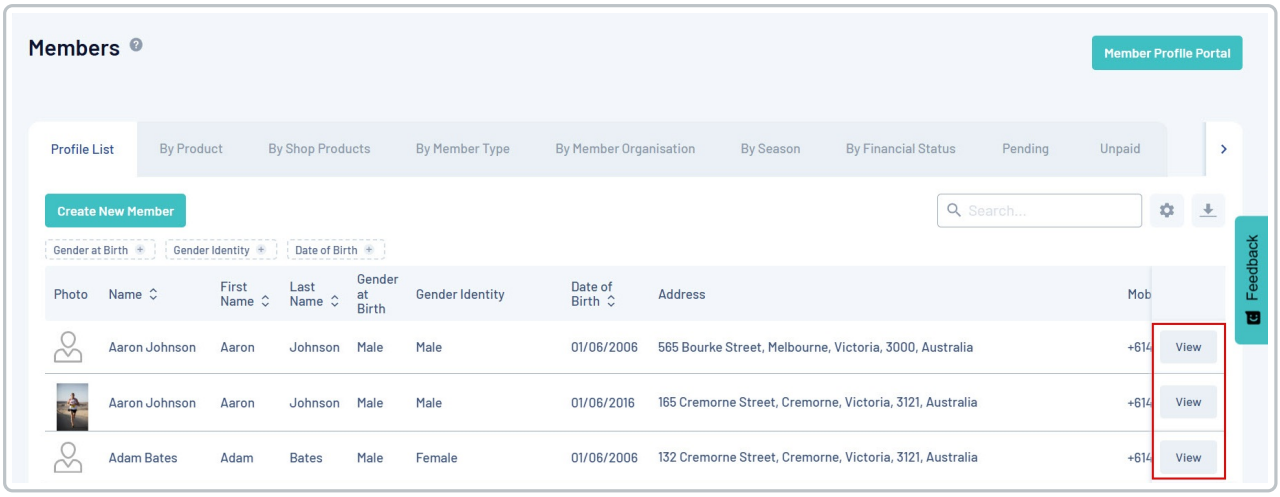
Step 1: Navigate to your member list

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



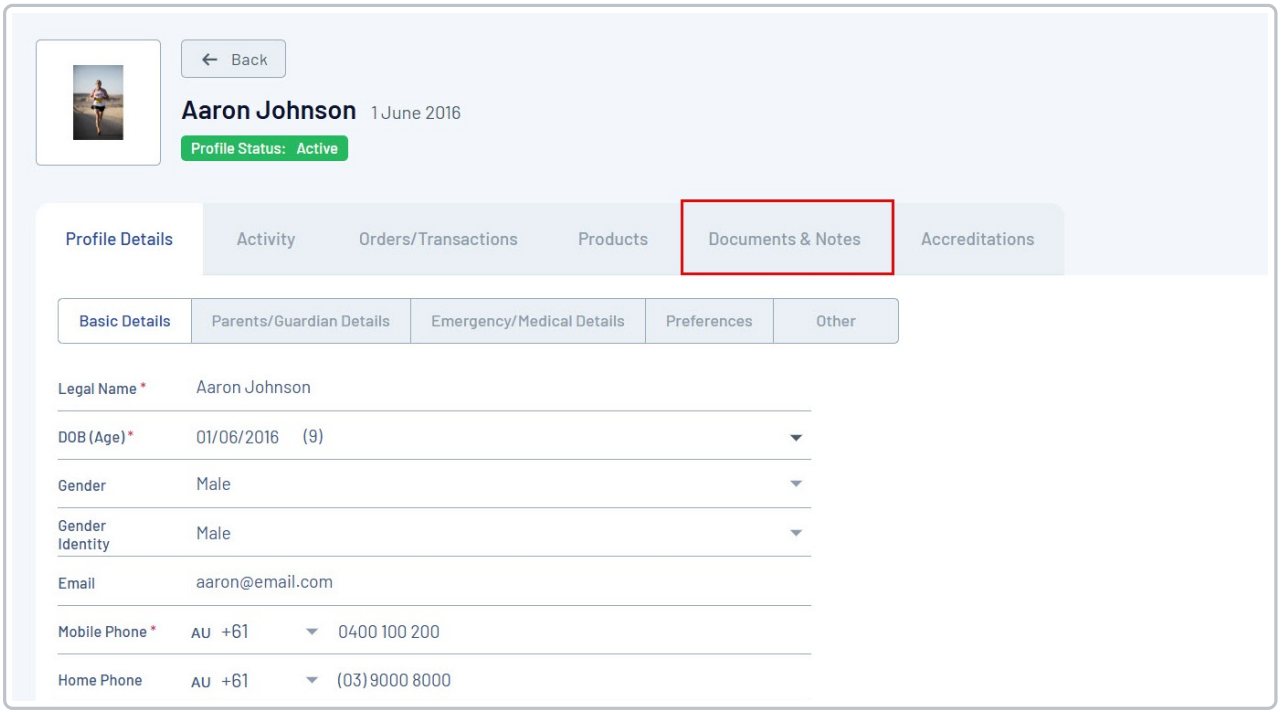
Step 2: View the relevant member profile

Find the relevant member record, then click **VIEW**



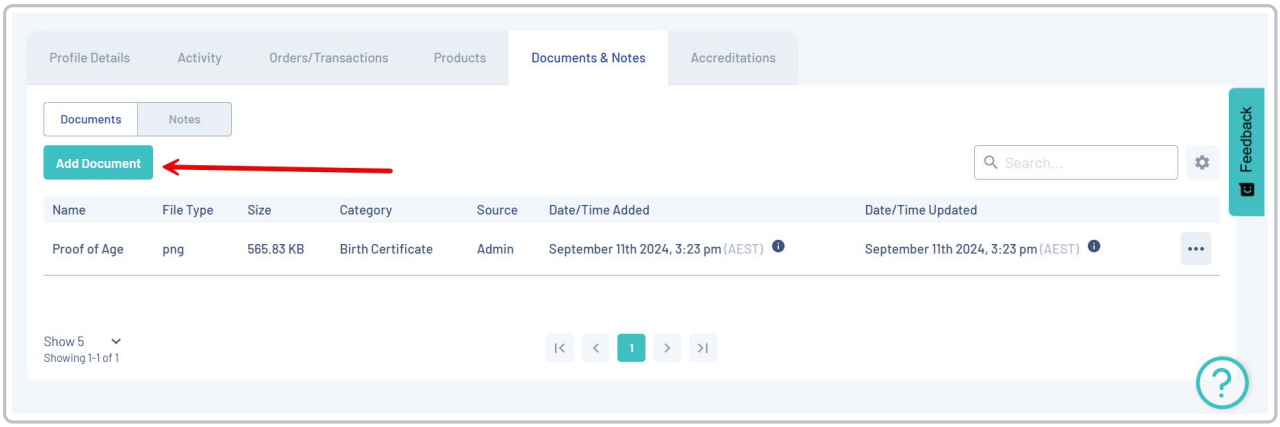
Step 3: Open the Documents & Notes list

Click the **DOCUMENTS & NOTES** tab within the member record



Step 4: Add the document

Under the **Documents** tab, click **ADD DOCUMENT**



Upload your document using the **CHOOSE A FILE** option, then enter the remaining document details:

- **Document Name**: The name of the document as displayed in your GameDay database
- **Document Description**: Enter an optional description that can be seen by other GameDay administrators
- **Document Category**: Choose the most appropriate category from the list below
    - Birth Certificate
    - Passport
    - License
    - Medical Documents
    - Certification
    - Qualification
    - Other
- **Viewable By**: Choose whether you want this document viewable only by your current organisation, or by any organisation with access to the member record in the hierarchy
- **Editable By**: Choose whether you want this document editable only by your current organisation, or by any organisation with access to the member record in the hierarchy

Click **SAVE** when you're finished