



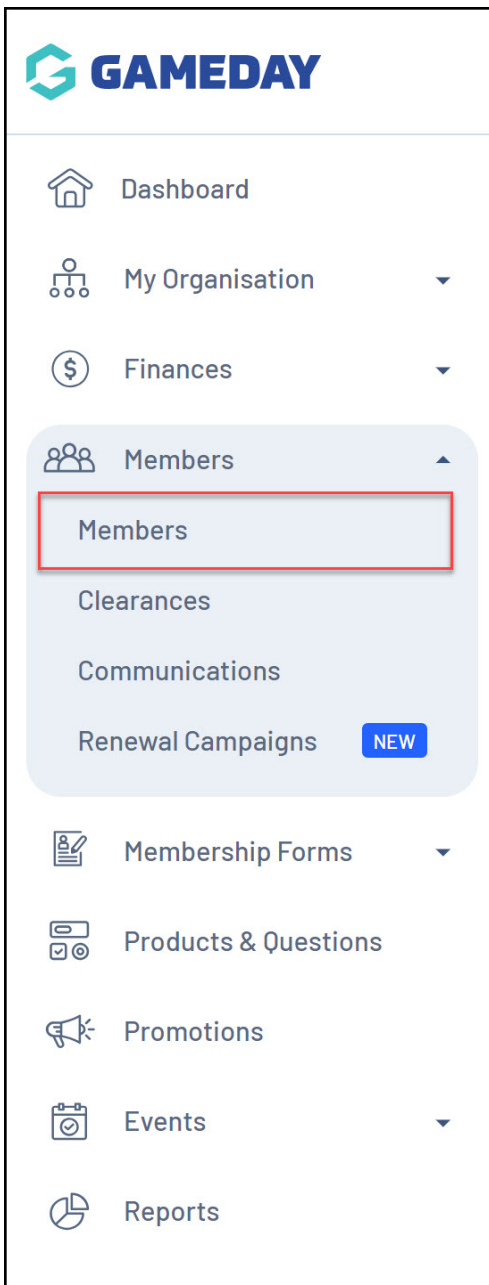
How do I upload documents to a members profile?

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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.

To upload a document to a member record:

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



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

The screenshot shows a 'Members' page with a table of member records. The table has columns for Photo, Name, First Name, Last Name, Assigned Gender, Gender Identity, Birthdate, Address, Mobile, Email, and Action(s). The member Alan White is listed with a 'View' button highlighted in a red box.

Photo	Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Address	Mobile	Email	Action(s)
	Alan White	Alan	White	Male	Male	01/09/2000		+6141111111	alan@email.com	View

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

The screenshot shows the 'Member Details' page for Alan White. The 'Documents & Notes' tab is highlighted in a red box. Below the tabs, there are sections for Basic Details, Parents/Guardian Details, Emergency/Medical Details, Preferences, and Other. The Basic Details section shows the following information:

Legal Name*	Alan White
DOB (Age)*	01/09/2000 (23)
Gender	Male
Gender Identity	Male
Email	alan@email.com

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

The screenshot shows the 'Member Details' page for Alan White. The 'Documents' tab is selected, and the 'Add Document' button is highlighted in a red box. The page shows a 'Back' button, a profile picture, and the member's name and date of birth. The 'Active' status is shown in a green box. The 'Documents' and 'Notes' tabs are visible, with 'Documents' being the active tab.


5. 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

Add Document ✕

Document *



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Document Name *

Document Description

Document Category *

Viewable By *

Editable By *

6. Click **SAVE**

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