How do I upload documents to a members profile?

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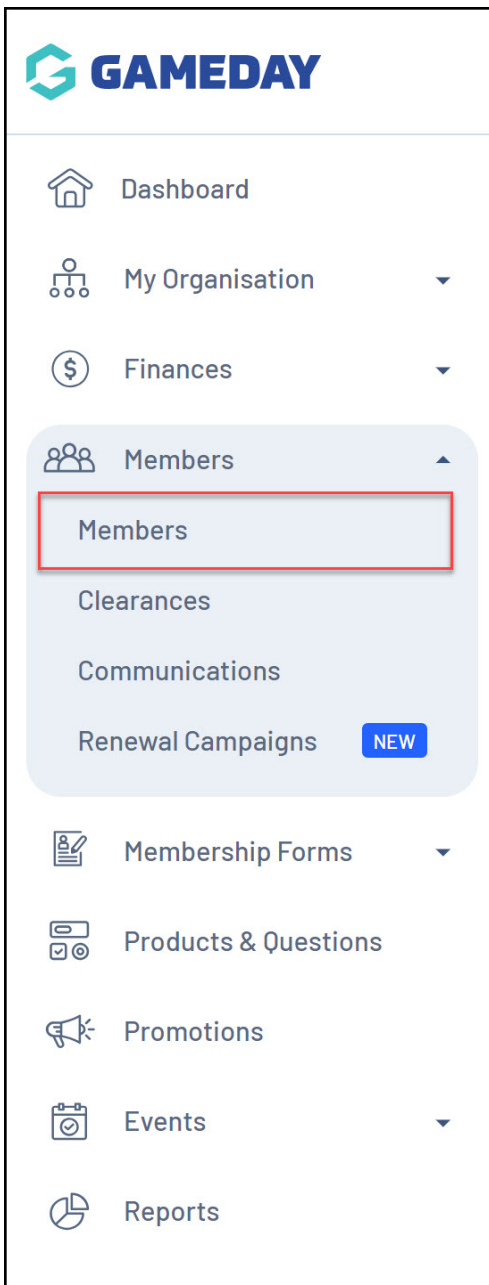
2. Find the relevant member record, then click **VIEW**

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

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

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

6. Click **SAVE**

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