



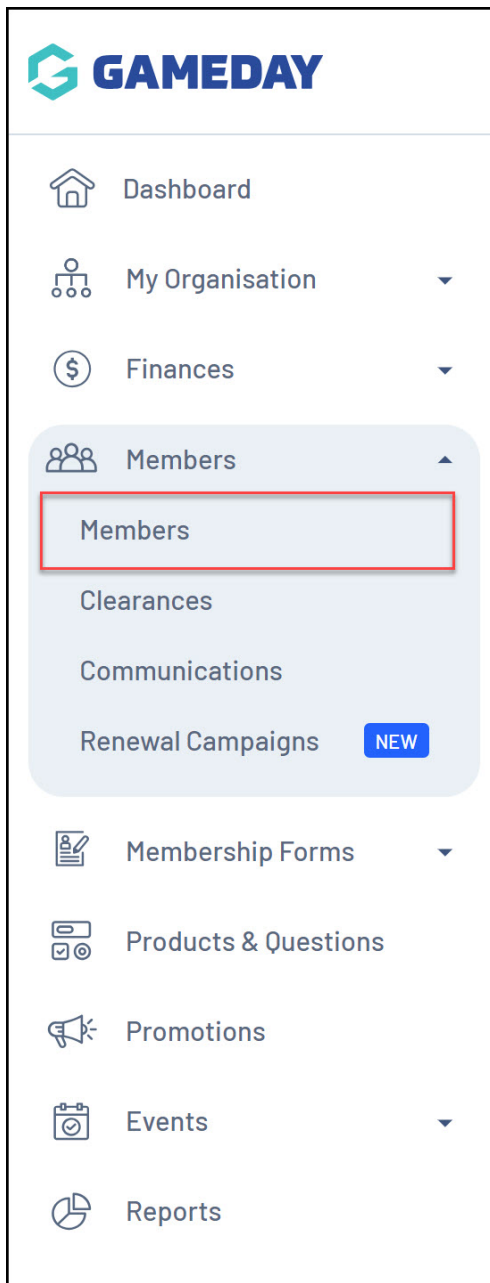
How do I view a document on a member's record?

Last Modified on 25/01/2024 9:15 am AEDT

GameDay administrators can view, download, edit, and delete member documents, provided the admin that originally uploaded the document has granted permission to do so.

To view, edit or delete a document on a member's record:

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



2. Find the relevant member and click **VIEW**

Members [Help](#)

Members List | By Product | Add-on Products | By Member Type | By Organisation | By Season | Financial Filter | Pending

[Create New Member](#) | All Assigned Genders | All Gender Identities | Search Member Name

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
	Alex Barton	Alex	Barton	Male	Male	25/07/2018		+61400100200	alex@email.com	View

3. Click the **DOCUMENTS & NOTES** tab

Member Details | Member Activity | Orders/Transactions | Memberships | Events | Add-on Products | **Documents & Notes**

Basic Details | Parents/Guardian Details | Emergency/Medical Details | Preferences | Other

Legal Name * Alex Barton

DOB (Age) * 25/07/2018 (5)

Gender Male

Gender Identity Male

Email alex@email.com

4. Under the **Documents** tab, click **VIEW** next to the name of the document

Member Details | Member Activity | Orders/Transactions | Memberships | Events | Add-on Products | **Documents & Notes**

Documents | Notes

[Add Document](#) | Search for...

Name	File Type	Size	Category	Source	Date/Time Added	Date/Time Updated	Action(s)
TEST	png	3.86 KB	Certification	Admin	September 18th 2023, 11:22 am (AEST)	September 18th 2023, 11:22 am (AEST)	View

Show 5 | Showing rows 1-1 of 1 | 1

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