How do I update a member's assigned ID?
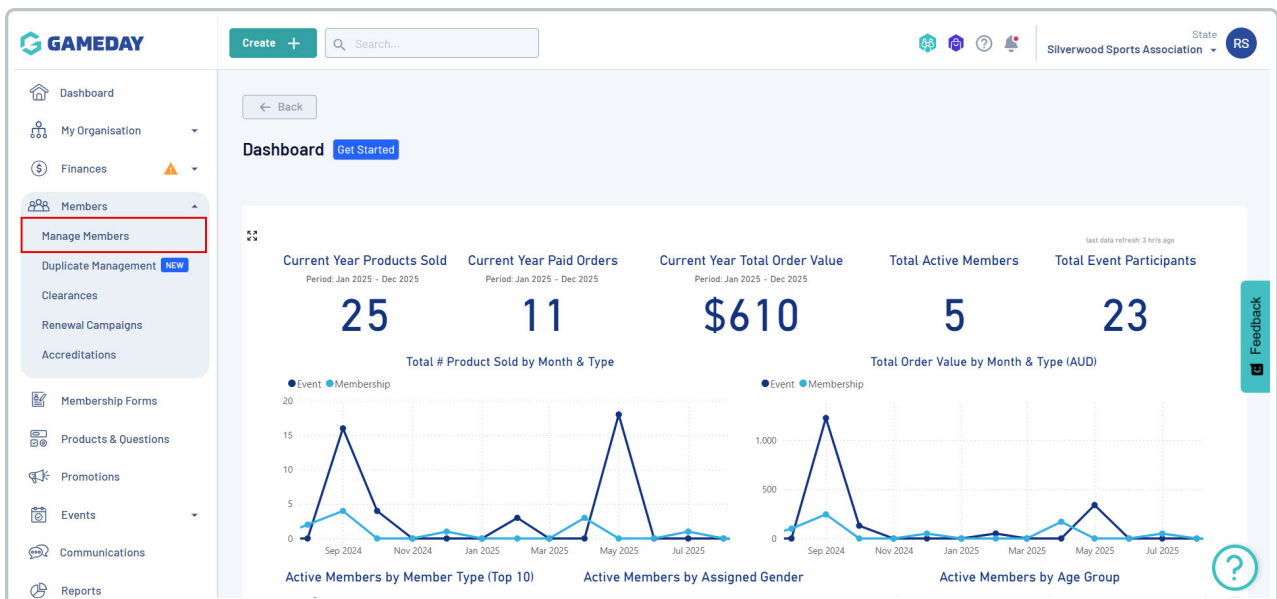
31/07/2025 1:28 pm AEST

Overview

GameDay allows administrators to assign unique Member IDs to individuals. These IDs are useful for tracking, reporting, and integration with other systems. If your organisation uses a Member ID allocation rule, you can manually edit the ID assigned to the member through their member profile.
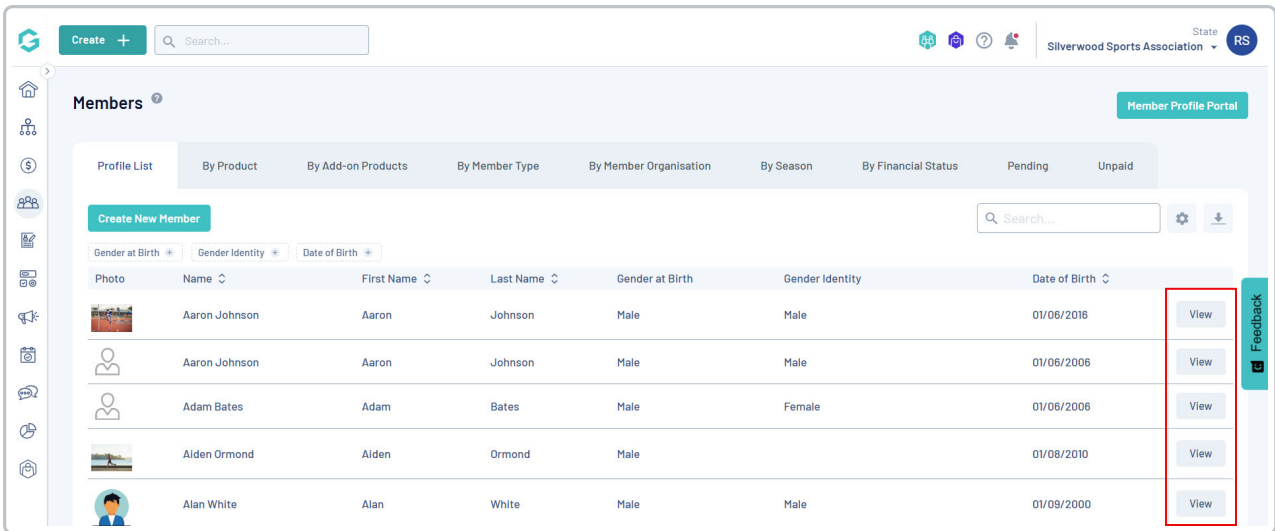
Step-by-Step

Step 1: Navigate to the Members list

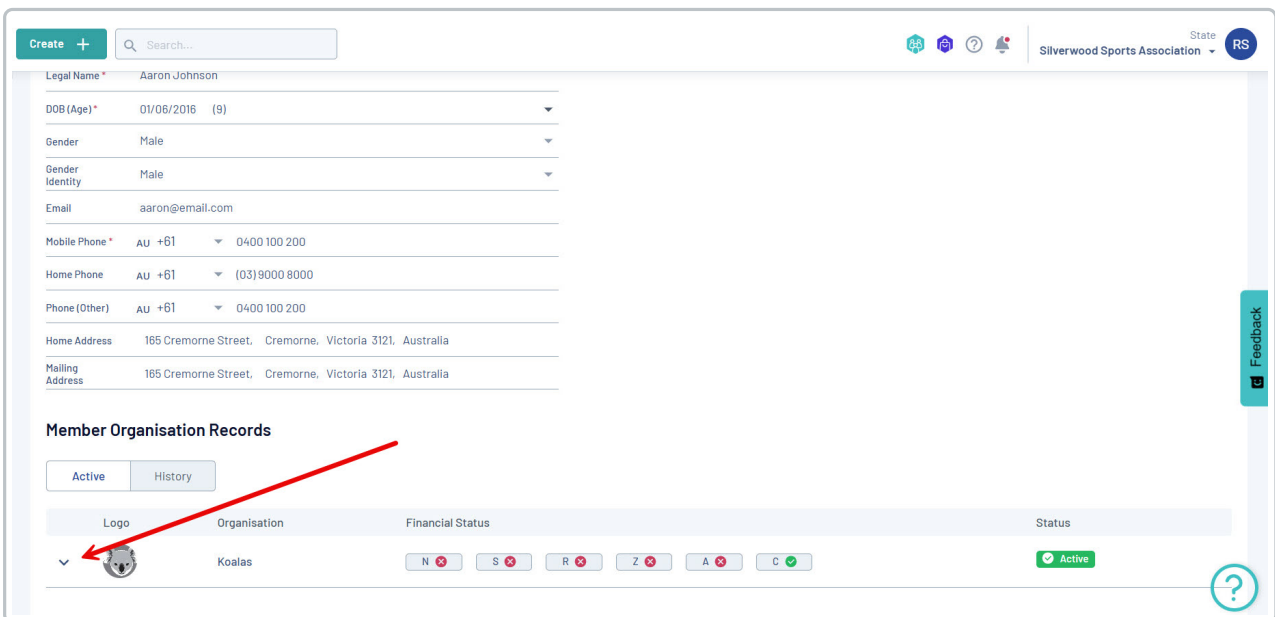In the left-hand menu, click **Members** > **MANAGE MEMBERS**

Step 2: Select the member

From the Profile List, find the member whose ID you need to find, then click the **VIEW** button on the right-hand side

Step 3: Expand the Organisation Information

On the member's profile page, scroll down to the **Member Organisation Information** section. Click the drop-down arrow next to the relevant organisation to view its details

Step 4: Edit the Member ID

The organisation details will expand. The assigned ID will be displayed in the **Member IDs** section. Click the **pencil** icon next to the relevant ID rule to edit the Member ID assigned.

Change the ID, then click **UPDATE**