

How do I update a member's assigned ID?

31/07/2025 1:28 pm AEST

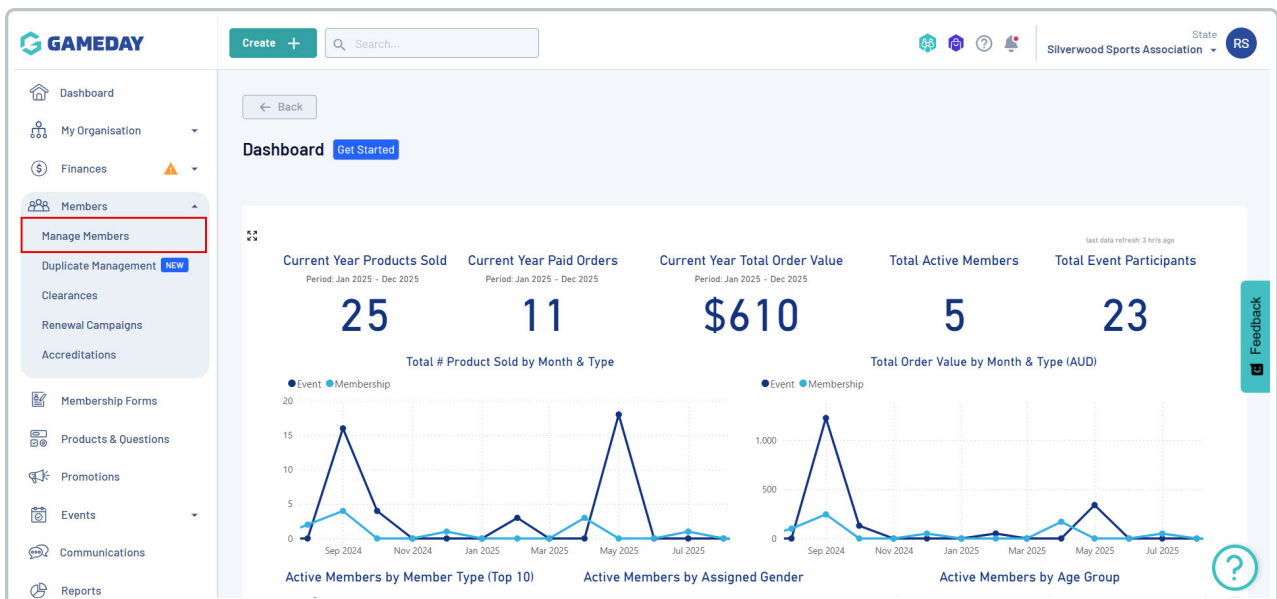
Overview

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

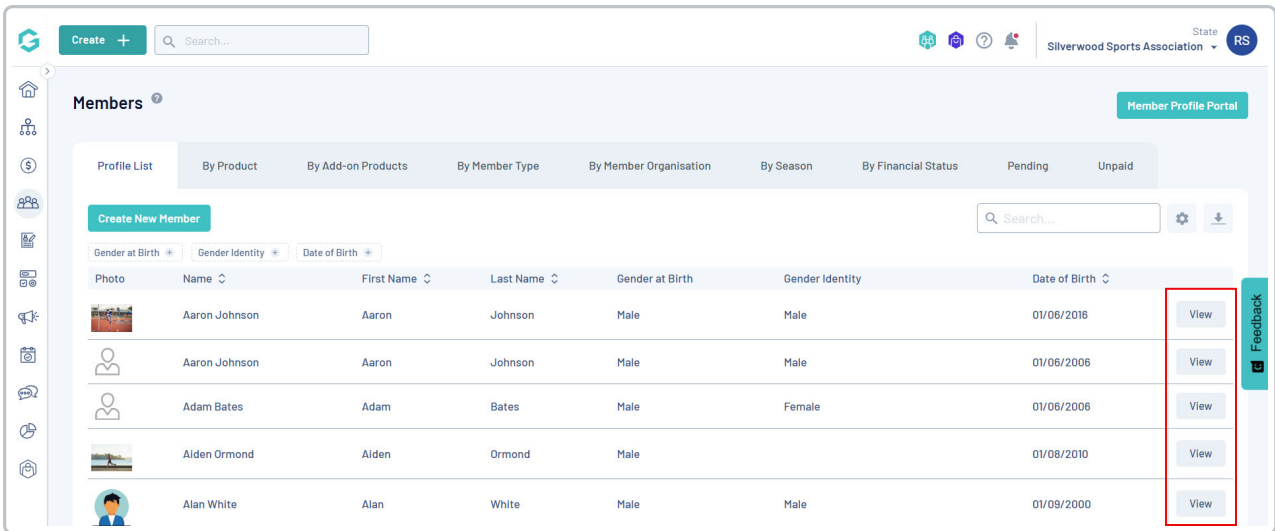
Step 1: Navigate to the Members list

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



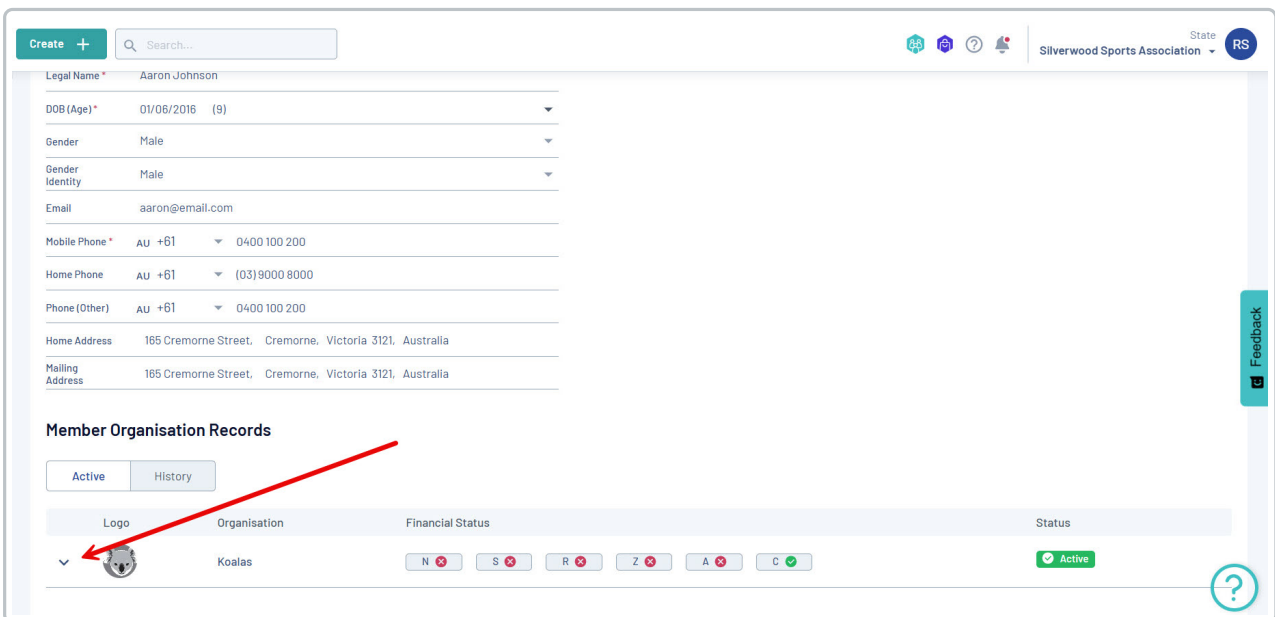
Step 2: Select the member

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.

Create + Search...

Home Address 165 Cremorne Street, Cremorne, Victoria 3121, Australia
Mailing Address 165 Cremorne Street, Cremorne, Victoria 3121, Australia

Member Organisation Records

Active History

Logo Organisation Financial Status

↑ Koalas N × S × R × Z × A × C ✓

Member IDs

National ID NAT100045
State ID SL59WD

Member Types

Junior Player Active 12 September 2025 (AEST)

View Historical IDs

Note: You will only be able to edit a Member ID if you are logged in at the same level as the ID rule was created

Change the ID, then click **UPDATE**

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↑ Koalas N × S × R × Z × A × C ✓

Member IDs

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View Historical IDs

Edit ID Number

Member ID * SL 590 WD

Cancel Update