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

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Ø		Aiden Ormond	Aiden	Ormond	Male			01/08/2010	View
	2	Alan White	Alan	White	Male	Male		01/09/2000	View

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

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Legal Name *	Aaron Johnson				
DOB (Age)*	01/06/2016 (9)	•			
Gender	Male	Y			
Gender Identity	Male	*			
Email	aaron@email.com				
Mobile Phone *	AU +61 • 0400 100 200				
Home Phone	AU +61 • (03) 9000 8000				
Phone (Other)	AU +61 👻 0400 100 200				
Home Address	165 Cremorne Street, Cremorne, Victoria 3	121, Australia			
Mailing Address	165 Cremorne Street, Cremorne, Victoria 3	121, Australia			
Member Ord	ganisation Records	-			
Logo	Organisation	Financial Status			Status
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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.

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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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State ID	SL59WD		1			