

How do I update my active Event ID rule?

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In GameDay, administrators can replace their existing Event ID allocation rule with a new rule, to update the format of unique IDs that are assigned to Events.

To update the active Event ID rule of your database:

1. In the left-hand menu, click **My Organisation** > **SETTINGS**



2. Click on the ID MANAGEMENT tab

Settings 😨		
Seasons & Age Groups	Member Types	ID Management
Seasons Age G	roups	

3. Click on the **EVENT ID** tab

Settings 🧕	
Seasons & Age Groups Member Types	ID Management
Organisation ID Member ID Event ID	
Create New Rule	

4. Click **CREATE A NEW RULE** - click here for more information on the setup process for Event ID rules

ettings 🛛				
Seasons & Age Group	s Memb	er Types	ID Management	
Organisation ID	Member ID	Event ID]	
Create New Rule				

5. Click the Actions arrow against the rule and click USE THIS RULE

tings 🛛						
Seasons & Age Groups	Member Types	ID Mana	igement			
Organisation ID Me	ember ID Event II	D				
Create New Rule					Please Select 🔹	¢
Rule Name 🗢	Prefix	Suffix	Starting Number	Max Number	Status	Action(s)
Event ID Rule 2	EV	24	01	99	Inactive	Ed Use This Ru
	EV/	23	01	99	Active	Edit

6. A confirmation pop-up will appear and ask you how you would like to apply this rule for existing events.

- Update Rule Only: This new rule will only apply to new events created after this rule is active it will not change existing Event IDs
- **Generate Historical IDs**: This will overwrite any existing EventIDs assigned to your events, and use this rule when new events are created

Organisation	D Member ID Event ID	
	Set this as your active rule	×
Create New F	Would you like to generate ID's for all existing records to r change? Choosing "Create Rule Only" will not update any e have been created.	reflect this rule existing IDs that
Event ID Rule	Create Rule Only Genera	te Historical IDs

This new rule will now be active and will begin assigning Event IDs based on the option selected.

Note: Please allow 5 minutes for Event IDs to start appearing within an event

Related Articles