



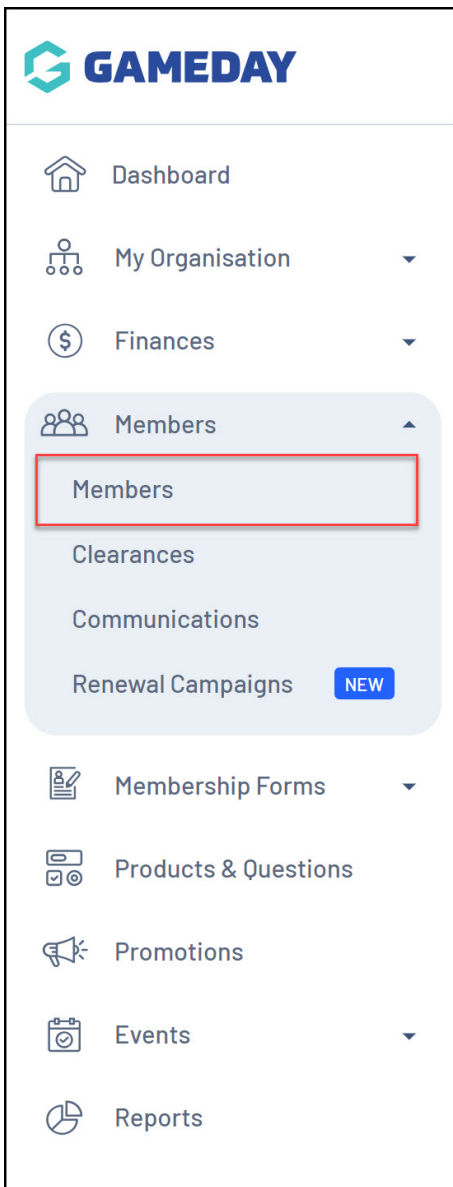
## How do I view member's Order history?

Last Modified on 04/03/2024 10:55 am AEDT

Any member who has previously processed an order for your organisation will have a list of any current or previous orders listed on their record which you can view through GameDay.

To view the order history for a member:

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



2. Search for the relevant member member, then click **VIEW** against their record

**Members** ?

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)
	April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008		+61400100200		<a href="#">View</a>
	Con Stanley	Con	Stanley	Male	Prefer not to say	08/12/2005		+61400100200		<a href="#">View</a>
	Damian Prine	Damian	Prine	Male	Male	01/10/2012		+61400100200	damian@email.com	<a href="#">View</a>

### 3. Click on the **ORDERS/TRANSACTIONS** tab

**April Jones** 9 April 2008 Active | Account Email: [Redacted]

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 \* April Jones

DOB (Age) \* 09/04/2008 (15)

Gender Female

Gender Identity Non-binary/gender fluid

Here you will see a list of current/previous orders/transactions purchased by the member. It will show:

- Order Date
- Order Number
- The Organisation to which the order was processed
- Items purchased
- Payment Method
- A Status indicating whether the order has been Paid, Unpaid, Cancelled or Refunded

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

All Status | All Member Organisations | Type to search

Date	Order Number	Order Organisation	Items	Amount	Method	Transaction ID	Status	Action(s)
04/03/2024 10:45 AM (AEDT)	1927278	Training	2023 Membership	\$ 80.00 AUD	Offline	1139275	<span>Paid</span>	<a href="#">View Payment</a>
28/02/2024 11:53 AM (AEDT)	1924902	Training	2022 Membership	\$ 50.00 AUD	Offline	1136860	<span>Paid</span>	<a href="#">View Payment</a>

Show 10 | Showing rows 1-2 of 2 | 1

You can view a more details breakdown of an individual order by selecting **VIEW PAYMENT**

Member Details		Member Activity		Orders/Transactions		Memberships		Events		Add-on Products		Documents & Notes	
Date	Order Number	Order Organisation	Items	Amount	Method	Transaction ID	Status	Action(s)					
04/03/2024 10:45 AM (AEDT)	1927278	Training	2023 Membership	\$ 80.00 AUD	Offline	1139275	<span>Paid</span>	<a href="#">View Payment</a>					
28/02/2024 11:53 AM (AEDT)	1924902	Training	2022 Membership	\$ 50.00 AUD	Offline	1136860	<span>Paid</span>	<a href="#">View Payment</a>					

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