How do I view member's Order history?

23/09/2025 3:13 pm AEST

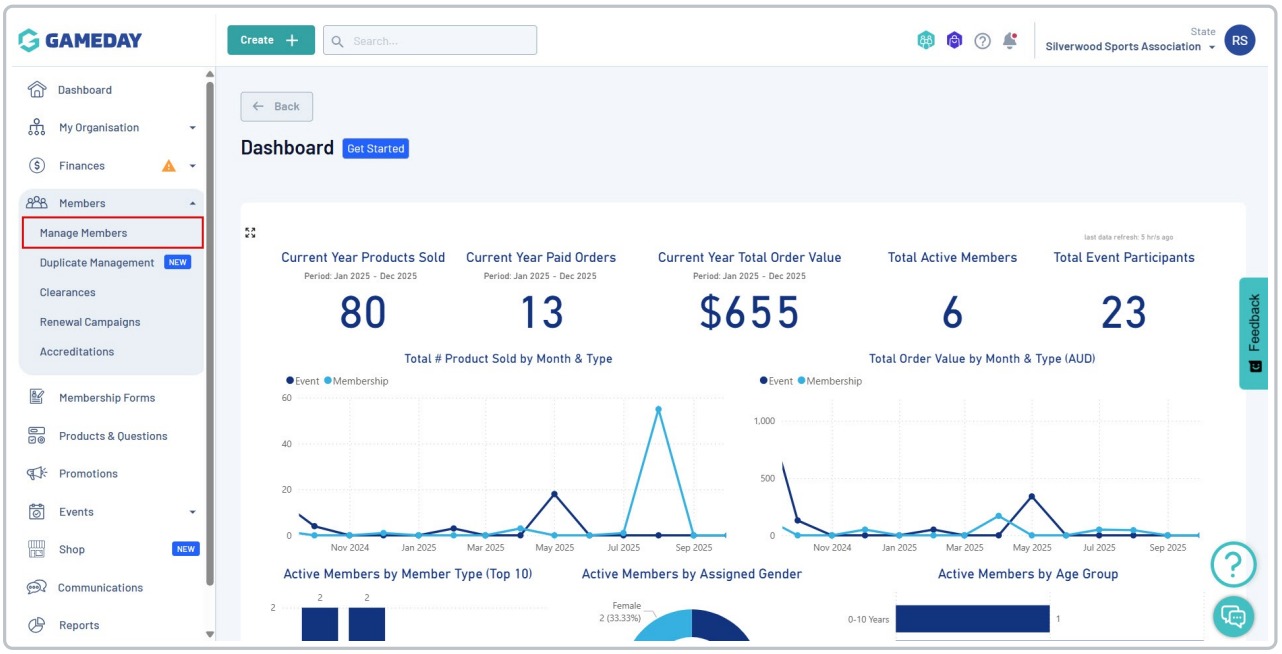
Overview

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.

Step-by-Step

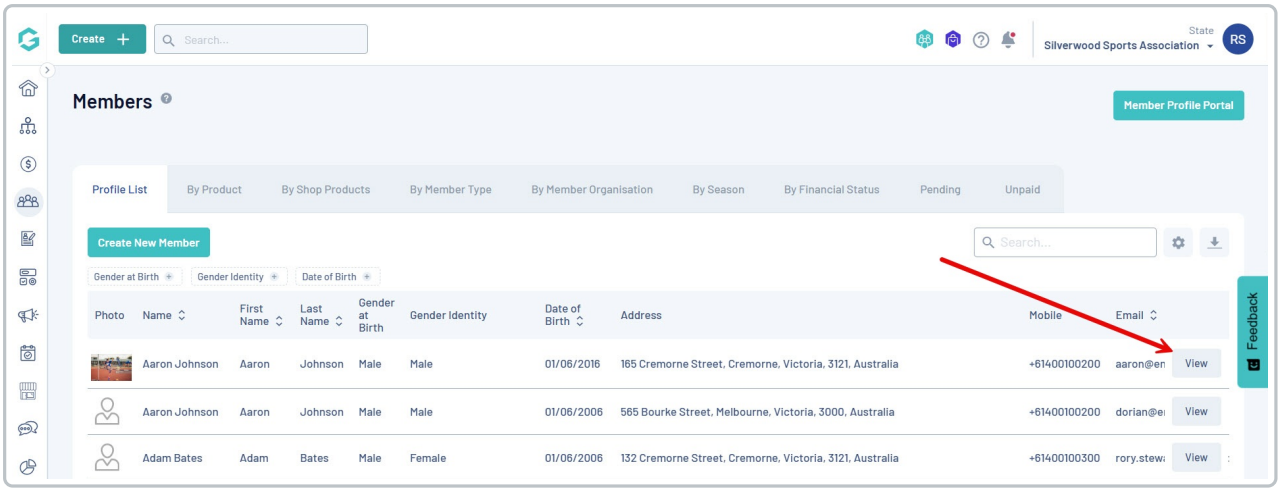
Step 1: Navigate to your member list

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



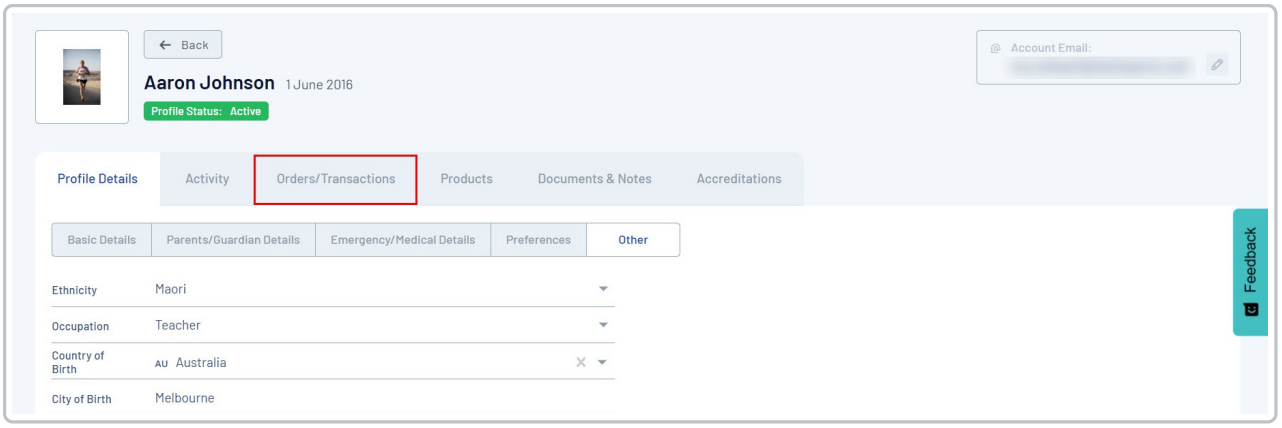
Step 2: View the relevant member

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



Step 3: Open the member's order list

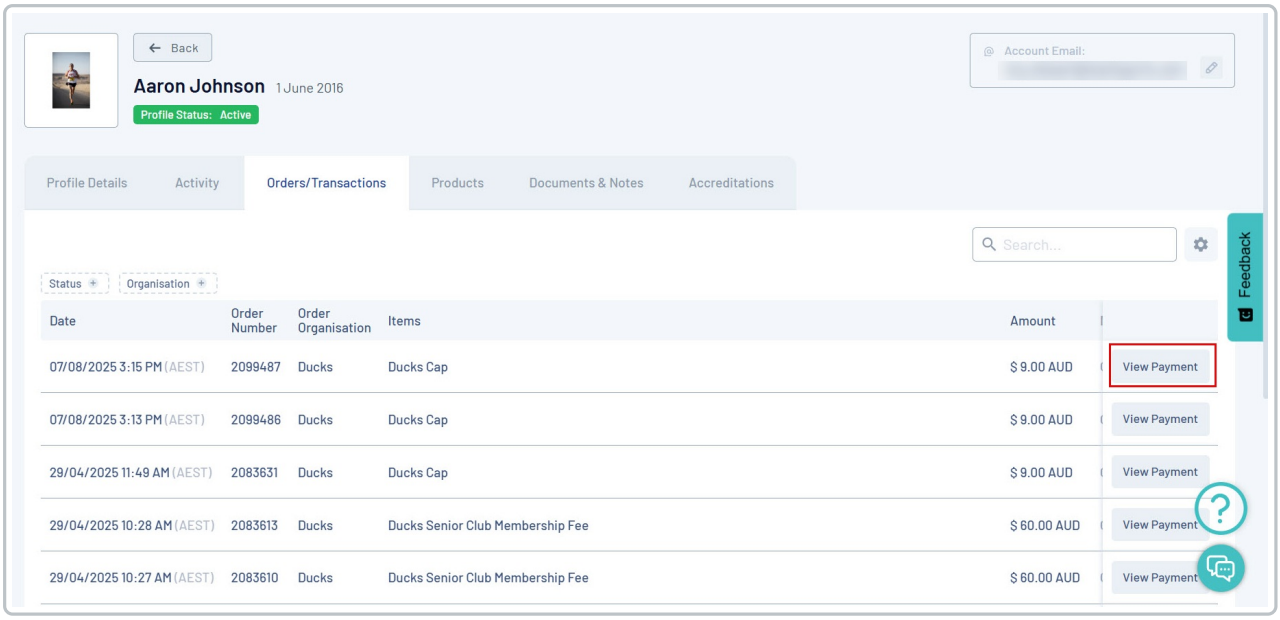
Click on the **ORDERS/TRANSACTIONS** tab



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

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


Back
Aaron Johnson 1 June 2016
Profile Status: Active
Account Email:
Profile Details
Activity
Orders/Transactions
Products
Documents & Notes
Accreditations
Search...
Feedback
Status
Organisation
Date
Order Number
Order Organisation
Items
Amount
07/08/2025 3:15 PM (AEST) 2099487 Ducks Ducks Cap $ 9.00 AUD View Payment
07/08/2025 3:13 PM (AEST) 2099486 Ducks Ducks Cap $ 9.00 AUD View Payment
29/04/2025 11:49 AM (AEST) 2083631 Ducks Ducks Cap $ 9.00 AUD View Payment
29/04/2025 10:28 AM (AEST) 2083613 Ducks Ducks Senior Club Membership Fee $ 60.00 AUD View Payment
29/04/2025 10:27 AM (AEST) 2083610 Ducks Ducks Senior Club Membership Fee $ 60.00 AUD View Payment