



Member Records | Overview

Last Modified on 13/08/2024 2:56 pm AEST

What is a Member Record?

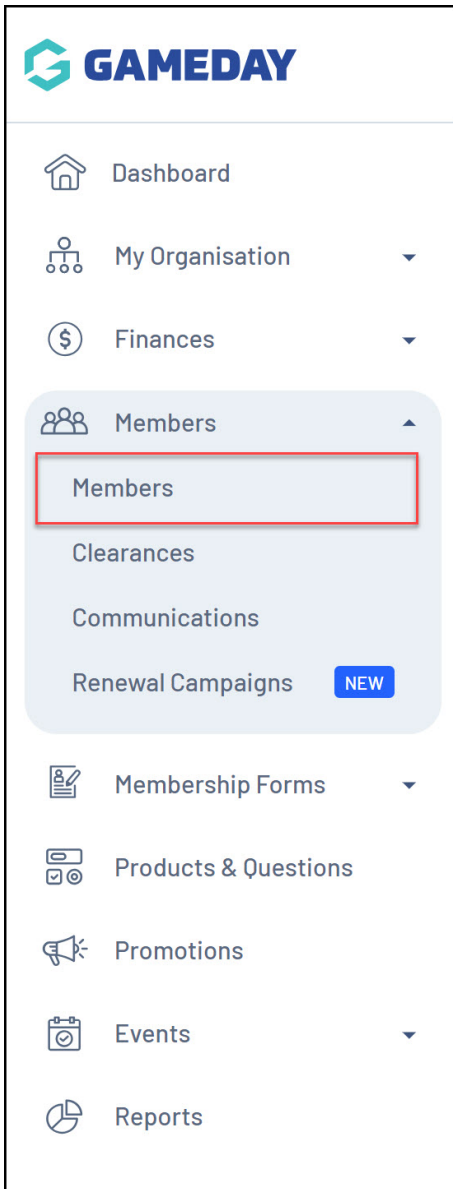
In GameDay, you have the ability to view and manage any element of a member's record, including:

- Any information they have provided as part of their registration, such as basic details, parent/guardian details, emergency contacts, member IDs, member types and custom questions.
- Any orders/transactions they have processed, including a record of paid, unpaid, cancelled or refunded transactions.
- Any memberships or events they have registered to, including active and historical records.
- Any documents or custom notes that have been added to the member's record.
- Any accreditations held by the member

Accessing Member Records

To access a Member Record:

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



2. Find the applicable member and select **VIEW**.

The image shows the 'Members' page with a list of members. The 'View' button for the first member is highlighted with a red box. The table below contains the data from the screenshot.

Photo	Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Address	Mobile	Email	Action(s)
	Alan White	Alan	White	Male	Male	01/09/2000		+6141111111	alan@email.com	View
	Alex Barton	Alex	Barton	Male	Male	25/07/2018		+61400100200	alex@email.com	View
	Al Jones	Al	Jones	Male	Male	11/10/2007		+61400100200		View

Member Details


On a member record, the **Member Details** tab is where the basic information related to the member is stored, such as contact details, parent/guardian information, and emergency contact details.

Member Details	Member Activity	Orders/Transactions	Memberships	Events	Add-on Products
<div style="display: flex; justify-content: space-between;"> Basic Details Parents/Guardians & Family Emergency/Medical Details Preferences Other </div>					
Legal Name *	Aaron Ferguson				
Age *	01/07/2005				
Gender	Male				
Gender Identity	Male				
Email	donotreply@gameday.app				
Mobile Phone *	AU +61 0430 200 100				
Phone	AU +61				
Home Address					
Mailing Address					

Scrolling further down, you can also see the **Member Organisation Information** which gives an overview of the member's current status information, including Member Types, Member Status and MemberIDs related to the organisation this member is registered to.

Member Organisation Information

Active
History

Logo	Organisation	Financial Status					Status
	GameDay Training	N ✖	S ✔	A ✖	C ✖	A ✖	✔ Active
		B ✖	C ✖	C ✖			

Member IDs

National ID	National001098ID 🔒
State ID	BIB10239022 ✎

View Historical IDs

Member Types

All Types ▼
All Member Types ▼
Active ▼

Student	Active	31 December 2023 (AEDT)
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You can also see any historical information by navigating to the **History** tab.

Member Activity

The **Member Activity** tab displays a log of any forms used, custom questions answered, communications received, and clearance requests associated with the member:

Member Details	Member Activity	Orders/Transactions	Memberships	Events	Add-on Products	Documents & Notes	Accreditations
Forms		Communications		Clearances			
Add Form		All Form Types		All Member Organisations		Type to search	
Form Name	Form Owner	Form Type	Date Completed	Source			
2024 Membership	Ducks	Membership Form	16 April 2024 (AEST)	Membership Form			
Show 5		Showing rows 1-1 of 1		1			

Orders/Transactions

The **Orders/Transactions** tab is where you can view any information pertaining to the orders processed to your organisation by this member, including products purchased, the status or the order, the order amount and a unique Order ID

You can also view the payment to see more information related to each order by clicking **VIEW PAYMENT**.

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)
08/01/2024 10:42 AM (AEDT)	1903892	GameDay Club	Membership 2021	\$ 20.00 AUD	Offline	1116633	Paid	View Payment
05/12/2023 3:37 PM (AEDT)	1897317	GameDay Training	Junior Membership Fee 2023	\$ 50.00 AUD	Offline	1109982	Paid	View Payment
01/11/2023 2:51 PM (AEDT)	1883080	GameDay Training	Junior Registration Fee	\$ 40.00 AUD	Online	1095570	Unpaid	View Payment
22/09/2023 11:24 AM (AEST)	1861243	GameDay Training	Junior Membership Fee 2023	\$ 50.00 AUD	Offline	1073487	Paid	View Payment

Memberships

The **Memberships** tab displays the current and historical memberships associated with the member. It displays information related to the Member Types selected, Season and Age Group allocation, and Start/End Dates of each membership.

Member Details	Member Activity	Orders/Transactions	Memberships	Events	Add-on Products	Documents & Notes			
Active		History							
Add Registration		All Member Organisations		All Product Owners					
Member Organisation	Product Owner	Product Name	Price	Start Date	End Date	Season(s)	Age Group(s)	Status	Action(s)
GameDay Training	GameDay Training	2023 Membership	\$ 100.00 AUD	1 January 2023 (AEDT)	31 December 2023 (AEDT)	2023	Under 17	Active	View Payment
Show 10		Showing rows 1-1 of 1		1					

Events

The **Events** tab will display the order and event information related to any events this member has registered into, including the Event Name, Entry Price and Order Status.

Event Name	Organisation Name	Event Participant ID	Product Name	Price	Quantity	Order Status	Action(s)
GameDay Athletics Carnival 2022	GameDay Training		GameDay Fun Run - 10km Walk	\$ 20.00 AUD	1	Paid	View Payment
GameDay Athletics Carnival 2022	GameDay Training		GameDay Fun Run - 20km Run	\$ 5.00 AUD	1	Paid	View Payment

Add-on Products

The **Add-on Products** tab is where any Add-on Products, such as merchandise or donations, will be available to view, including the Product purchased, Product Type and Price.

Organisation Name	Source	Product Owner	Product Name	Product Sub Type	Product Attribute	Price	Quantity	Order Status
GameDay Training	Admin Portal	GameDay Training	Club T-Shirt	Physical Goods		\$ 20.00 AUD	1	Paid
GameDay Training	Admin Portal	GameDay Training	GameDay Cap	Physical Goods		\$ 5.00 AUD	1	Paid

Documents

The **Documents** tab is where an admin can upload or view any documentation related to the member.

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

Documents Notes

Add Document Search for... ⚙️

Name	File Type	Size	Category	Source	Date/Time Added	Date/Time Updated	Action(s)
Drivers License	png	2.11 KB	License	Admin	January 14th 2022, 4:06 pm (AEDT) ⓘ	January 14th 2022, 4:06 pm (AEDT) ⓘ	View ▾
Working with Children's Check	png	106.49 KB	Certification	Admin	January 14th 2022, 4:06 pm (AEDT) ⓘ	January 14th 2022, 4:06 pm (AEDT) ⓘ	View ▾
Vaccination Certificate	png	1.35 KB	Medical Documents	Admin	January 14th 2022, 4:07 pm (AEDT) ⓘ	January 14th 2022, 4:07 pm (AEDT) ⓘ	View ▾

Accreditations

The **Accreditations** tab displays any current or previous accreditations held by the member, and allows you to manually assign and verify accreditations.

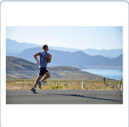
Member Details Member Activity Orders/Transactions Memberships Events Add-on Products Documents & Notes Accreditations

Add Accreditation All Types ▾ All Status ▾ All Organisations ▾ Search...

Name	Type	Start Date	End Date	Added By	Provider	Course Reference	Document Verified	Status
Concussion Management Accreditation	Medical	1 May 2024	30 April 2027	PVT National Body	Sports Medicine Australia		✗	Active
Level 1 Coaching Accreditation	Coaching	1 May 2024	30 April 2025	PVT National Body			✗	Active
First Aid Qualification	First Aid	1 May 2024	30 April 2027	PVT National Body	Australian Red Cross		✗	Active
Working with Children's Check	Child Safety/Safeguarding	1 May 2024	30 April 2027	PVT National Body			✗	Active

At the top of the page, you can also see the Account Email that was used to register the member.

← Back Account Email: *****@pvt.org.au 🔒

 **Al Jones** 11 October 2007 Active

Member Details Member Activity Orders/Transactions Memberships Events Add-on Products

Basic Details Parents/Guardians & Family Emergency/Medical Details Preferences Other

Legal Name * Al Jones

Age * 11/10/2007 ▾

Gender Male ▾

Gender Identity Different Identity ▾

Different Identity Gender Neutral

Related Articles
