

# Member Profiles | Overview

23/07/2025 10:33 am AEST

## What is a Member Record?

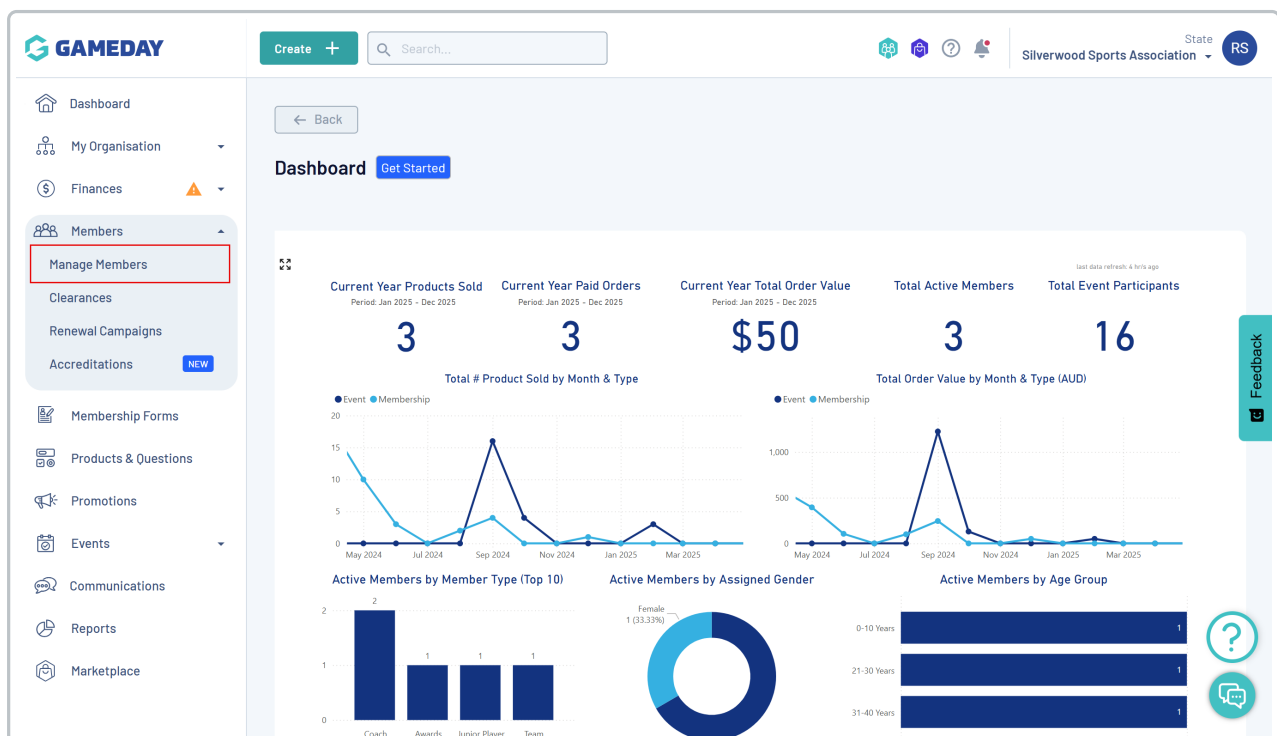
In GameDay, you have the ability to view and manage any element of a member's record, including:

- 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:

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



Find the applicable member and select **VIEW**

Create +

Search...

Silverwood Sports Association

State RS

Members

Member Profile Portal

Profile List

By Product

By Add-on Products

By Member Type

By Member Organisation

By Season

By Financial Status

Pending

Create New Member

All Genders at Birth

All Gender Identities

Search...

Photo

Name

First Name

Last Name

Gender at Birth

Gender Identity

Date of Birth

Address

Aaron Johnson

Aaron

Johnson

Male

Male

01/06/2016

165 Cremorne Street, Cremorne, Victoria, 3121, Australia

View

Adam Bates

Adam

Bates

Male

Male

01/06/2006

Melbourne Cricket Ground Brunton Avenue, Richmond, Victoria, 3002, Australia

View

Aiden Ormond

Aiden

Ormond

Male

01/08/2010

View

Alan White

Alan

White

Male

Male

01/09/2000

View

Feedback

## Profile Details

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

Create +

Search...

← Back

Aaron Johnson

1 June 2016

Profile Status: Active

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

Basic Details

Parents/Guardian Details

Emergency/Medical Details

Preferences

Other

Legal Name \*

Aaron Johnson

DOB (Age) \*

01/06/2016 (8)

Gender

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 3121, Australia

Mailing Address

165 Cremorne Street, Cremorne, Victoria 3121, Australia

Scrolling further down, you can also see the **Member Organisation Records** section, 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.

Create +

Search...

Silverwood Sports Association

Home

Users

Account

Settings

Help

Logout

Back

Aaron Johnson

1 June 2016

Profile Status: Active

Account Email:

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

Basic Details

Parents/Guardian Details

Emergency/Medical Details

Preferences

Other

Legal Name \*

Aaron Johnson

DOB (Age) \*

01/06/2016 (8)

Gender

Male

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Member Organisation Records

Active

History

Logo

Organisation

Financial Status

Status

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N X

S X

R X

Z X

A X

C ✓

Active

Member IDs

National ID

NAT100045

State ID

GD0002224

View Historical IDs

Member Types

All Types

All Member Types

Active

Junior Player

Active

12 September 2025 (AEST)

You can also see any historical information by navigating to the **History** tab.

## Activity

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

Create +

Search...

State

Silverwood Sports Association

RS

← Back

Account Email:

Aaron Johnson

1 June 2016

Profile Status: Active

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

Forms

Communications

Clearances

Key Dates

Add Form

All Form Types

All Member Organisations

Search form name...

Form Name	Form Owner	Form Type	Source
2024 Membership	Silverwood Sports Association	Membership Form	Admin Portal
GameDay B&F	Silverwood Sports Association	Event Form	Event Form
2024 Membership	Ducks	Membership Form	Membership Form

Show 10

Showing 1-3 of 3

1

Feedback

## 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.

Create +

Search...

State

Silverwood Sports Association

RS

← Back

Account Email:

Aaron Johnson

1 June 2016

Profile Status: Active

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

All Status

All Member Organisations

Search...

Date	Order Number	Items	Amount	Status	
11/09/2024 3:21 PM (AEST)	1990887	Awards Night 2024 - Standard Seating	\$ 50.00 AUD	Paid	View Payment
11/09/2024 3:08 PM (AEST)	1990876	Koalas Junior Club Membership Fee - 12 Months	\$ 45.00 AUD	Paid	View Payment
16/04/2024 3:05 PM (AEST)	1938934	Club Donation - \$25, 2024 Junior Membership (State Levy), Ducks Junior Club Membership Fee, Ducks Cap	\$ 147.00 AUD	Paid	View Payment

Show 10

Showing 1-3 of 3

1

Feedback

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



In the **Products** tab, you will find:

- A **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.



- An **Events** tab will display the order and event information related to any events this member has registered

Create +

Search...

State

Silverwood Sports Association

RS

Home

Users

Settings

Reports

Feedback

Back

Account Email:

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

Memberships

Events

Add-on Products

Add Event Registration

Please Select

All Member Organisations

Event Name	Organisation Name	Event Participant ID	Product Name	Price	Quantity	Order Status
GameDay B&F	Silverwood Sports Association		Awards Night 2024 - Standard Seating	\$ 50.00 AUD	1	<div>Paid</div> <div>View Payment</div>

Show 10

Showing rows 1-1 of 1

<

1

>

Feedback

?

Chat

- Create +

Search...

State

RS

Home

Users

Groups

Calendar

Feedback

← Back

Account Email:

Aaron Johnson

1 June 2016

Profile Status: Active

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

Accreditations

Memberships

Events

Add-on Products

Add Add-On Products

All Organisations

All Product Owners

Organisation Name	Source	Product Owner	Product Name	Product Sub Type	Product Attribute	Price	Quantity	Order Status
Ducks	Membership Form	Silverwood Sports Association	Club Donation - \$25	Donations		\$ 25.00 AUD	1	<div>Paid</div> <div>View Payment</div>
Ducks	Membership Form	Ducks	Ducks Cap	Physical Goods	Colour (Default): Black	\$ 9.00 AUD	3	<div>Paid</div> <div>View Payment</div>

Show 10

Showing rows 1-2 of 2

<

1

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Feedback

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

**Member Profile: Aaron Johnson** (1 June 2016, Active Status)

**Documents & Notes Tab:**

- Documents Sub-tab:**
  - Add Document** button
  - Table:**

Name	File Type	Size	Category	Source	Date/Time Added	Date/Time Updated
Proof of Age	png	565.83 KB	Birth Certificate	Admin	September 11th 2024, 3:23 pm (AEST)	September 11th 2024, 3:23 pm (AEST)

You can also use the **Notes** tab to add custom admin notes to the member record

**Member Profile: Aaron Johnson** (1 June 2016, Active Status)

**Documents & Notes Tab:**

- Notes Sub-tab:**
  - Add Note** button
  - Table:**

Title	Text	Document Added	Type	Date/Time Added	Date/Time Updated
Volunteer	Aaron has agreed to volunteer on game days behind ...	No	General	September 11th 2024, 3:23 pm (AEST)	September 11th 2024, 3:23 pm (AEST)

## Accreditations

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

Create +

Search...

State

Silverwood Sports Association

RS

Home

People

Account


Groups

Calendar

Messages

Feedback

Back



Aaron Johnson

1 June 2016

Profile Status: Active

Profile Details

Activity

Orders/Transactions

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	
Level 1 Umpiring Course	Officiating	7 October 2024	31 October 2029	Silverwood Sports Association	UAN	UAN100		Active	Edit
Level 1 Coaching Accreditation	Coaching	11 September 2024	11 September 2027	Silverwood Sports Association	ACF	ABC123		Active	Edit

Show 10

Showing 1-2 of 2

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>I

Feedback

# Account Email

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

Create +

Search...

State

Silverwood Sports Association

RS

Home

People

Account


Groups

Calendar

Messages

Feedback

Back



Aaron Johnson

1 June 2016

Profile Status: Active

Profile Details

Activity

Orders/Transactions

Products

Documents & Notes

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Emergency/Medical Details

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Aaron Johnson

DOB (Age) \*

01/06/2016 (8)

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Male

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aaron@email.com

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Phone (Other)

AU +61

0400 100 200

Home Address

165 Cremorne Street, Cremorne, Victoria 3121, Australia

Mailing Address

165 Cremorne Street, Cremorne, Victoria 3121, Australia

Member Organisation Records

Account Email:

r@stacksports.com

Feedback