

How do I add an Event Member Type to my Event Registration Form?

Last Modified on 03/11/2023 11:08 am AEDT

As an event manager using GameDay, you can create your own custom **Event Member Types** for event participants to select when registering for an event.

This allows you to create custom categories through which an entrant can register, opening up a range of flexible functionality for you to utilise in GameDay, including the ability to show or hide certain products or questions to a specific Member Type, as well as the ability to customise reports and communication lists based on a selected Member Type.

To create an Event Member Type:

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

30	SAMEDAY	
â	Dashboard	
OL:	My Organisation	•
Ore	ganisation Details	
Ad	mins & Contacts	
My	Hierarchy	
Se	ttings	
\$	Finances	•
දුපුදු	Members	•
	Membership Forms	•
	Products & Questions	
Ð.	Promotions	
	Events	•
Ċ	Reports	

2. Click the **MEMBER TYPES** tab

Settings Help					
Seasons & Age Groups	Member Types	ID Management			
Seasons Age Gro	nups				
Create Season		Select organisation	Active	▼ Q Type to search	\$

3. Click the **EVENT** tab

Settings Help				
Seasons & Age Groups	Member Types	ID Management		
Membership	nt			
Create Member Type			Q Type to search	•

4. Click **CREATE MEMBER TYPE**.

Settings Help				
Seasons & Age Groups	Member Types	ID Management		
Membership Eve	int			
Create Member Type			Q Type to search	•

5. Enter the name and description of the Event Member Type, then click **SAVE**

Name *	Casual Entrant
Description	Entrants participating in casual events with no recorded statistic
Assign System Member Type *	V Event Participant
Created by	GameDay Training

You can then apply your Event Member Type to an event by following the steps below:

1. Open the **Events** menu, then select **MANAGE EVENTS**

Ģ	SAMEDAY	
	Dashboard	
ог.	My Organisation	•
\$	Finances	•
288	Members	•
	Membership Forms	•
	Products & Questions	
₹Ì÷	Promotions	
	Events	•
Da	shboard	
Ma	anage Events	
Те	ams NEV	V
Pr	oducts & Questions	
Co	mmunications	
¢	Reports	

2. Find the relevant event, then click **EDIT**

Events Help	p									
Events	Event Templa	es Shared E	vent Templates	Event Partie	cipant ID Mar	nagement	Event Disp	lay Template	ECAL Widg	jets >
Create New	Event Creat	e New Event from Tem	plate	All Event Type:	s 🔻 🛛 All	Categories 🔻	Active	▼ Q Type to s	search	Ö
Event Name	Event	Type Event Catego	ry Event Date(s) 🗢		Venue	# Products	Event Status	Registrations		Action(s)
GameDay Ath Carnival	nletics Event Entry	Sport	31 Jul 2023 09:00 ; - 31 Jul 2023 12:03	am (AEST) 3 pm (AEST)	GameDay HQ	3	Active	Live (1 Ju 12:00 am (AEST) - 2023 12:00 am (AB	ul 2023 31 Dec EDT))	Edit 🗸

3. On the Event Details tab, scroll down to the Member Types section and click ADD

MEMBER TYPES

Event Category *	Sport -
Show this event to all ages?	Yes No
Member Types * Which Member type(s) can register via this form?	Event Participant
Allow only one member type to be selected?	
Event Content	
Description * 😧	E
	Welcome to the GameDay Athletics Carnival 2022!

4. Tick the checkbox of the Member Type you want to add to the event form, then click **ADD**

Voc No	
Search	×
Q casual	
Name	
Casual Entrant	
Show 5	I< < 1 > >I
	Cancel Clear Filter Add
Welcome to the GameDay Athle	etics Carnival 2022!

5. Click **SAVE**

Member Types * Which Member type(s) can register via this form?	Event Participant Casual Entrant Add Member Types			
Allow only one member type to be selected?				
Event Content				
Description* 🕐		:		
	Welcome to the GameDay Athletics Carnival 2022!			(?)
		Can	cel	Save

This Member Type will now appear for event participants to select when registering for your event.

1. Basic Info	2. Products	3. Sub Events	4. Add-on	5. Questions	6. Summary >	
	Prefer not to	o say		0		
	Email * 🕜					
	ryan@email	.com				
	Mobile Number	• • • • • • • • • • • • • • • • • • •				
	Member Tvr)e				
	Which member	types are you registering	j as? * 🕐			
	Event Partie	cipant				
	Casual Entr Entrants pa statistics	ant rticipating in casual ev	vents with no record	ed 🔽		
	🗲 Back			Next		

Related Articles