



# GAMEDAY

## How do I enable a Member ID rule to be used as the Event Participant ID?

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Administrators can enable **Event Participant IDs** to be used to allow entrants to be recognised with a unique ID when registering for an event (e.g if they require bib numbers). Event Participant IDs are configured within an event entry product rather than an event entry event itself.

Event Participant IDs can be assigned in two ways:

- Through a new Event Participant ID rule. More information on creating Event Participant ID rules can be found [here](#).
- Through an existing [Member ID](#) rule used generically for members

**Note:** Event Participant IDs can only be used in Event Entry events

To use an existing Member ID rule to assign Event Participant IDs

1. In the left-hand menu, click **PRODUCTS & QUESTIONS**

-  Dashboard
-  My Organisation ▾
-  Finances ▾
-  Members ▾
-  Membership Forms ▾
-  **Products & Questions**
-  Promotions
-  Events ▾
-  Reports

2. Click **CREATE NEW PRODUCT**

**Products & Questions** 

Products   Product Attributes   Questions

**Create New Product**   All Product Types ▾   Active ▾    

3. Select the **EVENT** option in the **Product Type** field, and the **EVENT ENTRY** option in the **Product Sub Type** field:

1 Basic Settings 2 Display Rules 3 Review

### Basic Settings

Product Type \*

Product Sub Type \*

Sub-Event only product?  Yes  No

Product Name \*

Description

4. In the **Do you want to assign Event Participant IDs?** field, select **YES**

### Basic Settings

Product Type \*

Product Sub Type \*

Sub-Event only product?  Yes  No

Product Name \*

Description

Do you want to assign Event Participant IDs?  Yes  No

5. In the **Do you want to assign Event Participant IDs?** field, select **YES**

Product Name \*

Description

Do you want to assign Event Participant IDs?  Yes  No

Use Member ID for Event Participant ID?  Yes  No

Price \* AUD \$   GST is included in the product price

Payment option is \*  Payment Gateway Only  Payment Gateway or Manually set Product as Paid

6. Continue through the product creation process and save the product once you're done.

This will automatically ensure that any members that purchase this product through one of your events will be assigned an Event Participant ID based on your organisation's active Member ID Rule sequence.

## Related Articles

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