

How do I mark a member's proof of age sighted?

23/09/2025 2:04 pm AEST

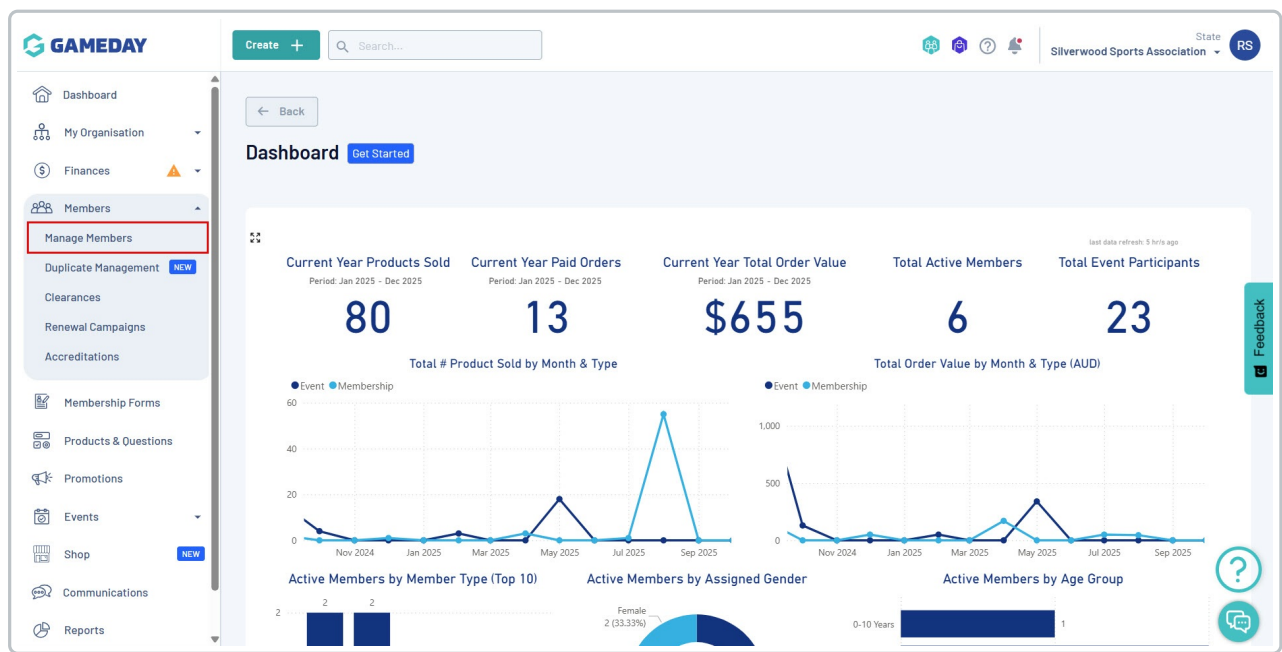
Overview

GameDay administrators have the ability to manually mark a member's record to indicate that they have sighted their proof of age, if this process is being done outside of the organisation's registration forms.

Step-by-Step

Step 1: Navigate to your member list

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



Step 2: View the relevant member

Search for the members name, then click **VIEW**

Members

Member Profile Portal

Profile List | By Product | By Shop Products | By Member Type | By Member Organisation | By Season | By Financial Status | Pending | Unpaid

Create New Member

Gender at Birth * | Gender Identity * | Date of Birth *

Photo	Name	First Name	Last Name	Gender at Birth	Gender Identity	Date of Birth	Address	Mobile	Email	View
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	165 Cremorne Street, Cremorne, Victoria, 3121, Australia	+61400100200	aaron@en	View
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2006	565 Bourke Street, Melbourne, Victoria, 3000, Australia	+61400100200	dorian@e	View
	Adam Bates	Adam	Bates	Male	Female	01/06/2006	132 Cremorne Street, Cremorne, Victoria, 3121, Australia	+61400100300	rory.stew	View

Feedback

Step 3: Tick the 'Proof of Age Sighted' checkbox

In the **Member Details** section, click the **OTHER** tab

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 (9)


Gender Male

Gender Identity Male

Email aaron@email.com

Mobile Phone * AU +61 0400 100 200

Tick the checkbox for **PROOF OF AGE SIGHTED?** then click **SAVE**



← Back

Aaron Johnson 1 June 2016

Profile Status: Active

@ Account Email:

Profile Details

ActivityOrders/TransactionsProductsDocuments & NotesAccreditations

Basic Details

Parents/Guardian Details

Emergency/Medical Details

Preferences

Other

Ethnicity

Maori

▼

Occupation

Teacher

▼

Country of Birth

au Australia

✕ ▼

City of Birth

Melbourne

Member Note

Origin ?

Yes

▼

Proof of age sighted?

☒

Feedback

?

?

Cancel

Save