



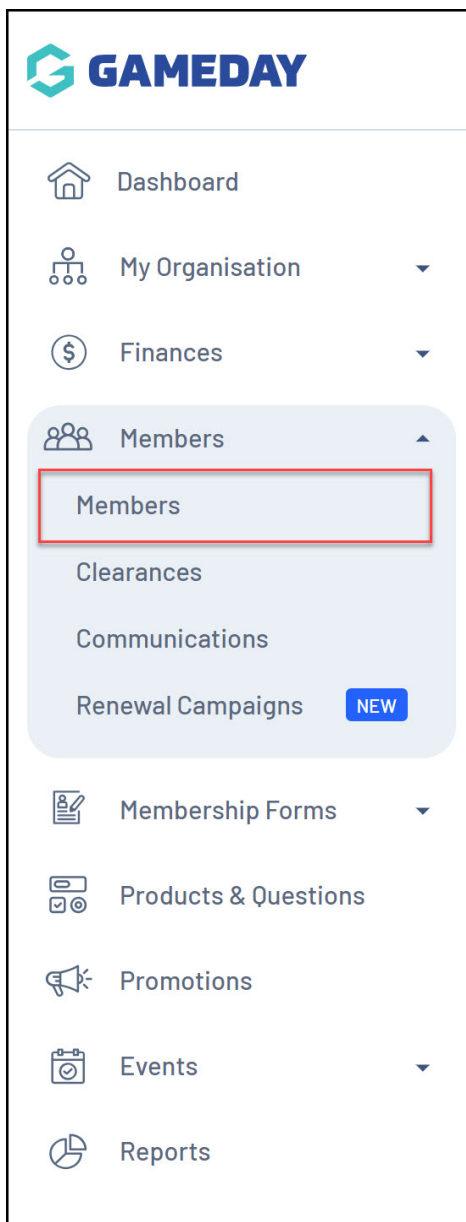
How do I mark a member's proof of age sighted?

Last Modified on 07/03/2024 10:55 am AEDT

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.

To mark a member's proof of age sighted:

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



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

Members ²

Members List | By Product | Add-on Products | By Member Type | By Organisation | By Season | Financial Filter | Pending

Create New Member | All Assigned Genders | All Gender Identities | Search Member Name

Photo	Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Mobile	Action(s)
	April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008	+61400100200	View
	Con Stanley	Con	Stanley	Male	Prefer not to say	08/12/2005	+61400100200	View
	Damian Prine	Damian	Prine	Male	Male	01/10/2012	+61400100200	View

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

[← Back](#)

April Jones 9 April 2008

Active

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

Basic Details | Parents/Guardian Details | Emergency/Medical Details | Preferences | **Other**

Legal Name* April Jones

DOB (Age)* 09/04/2008 (15)

Gender Female

Gender Identity Non-binary/gender fluid

4. Tick the checkbox for **PROOF OF AGE SIGHTED?**

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

Basic Details | Parents/Guardian Details | Emergency/Medical Details | Preferences | **Other**

Ethnicity None

Occupation None

Country of Birth Select Country

City of Birth

Member Note

Origin None

Proof of age sighted?

5. Click **SAVE**

Related Articles