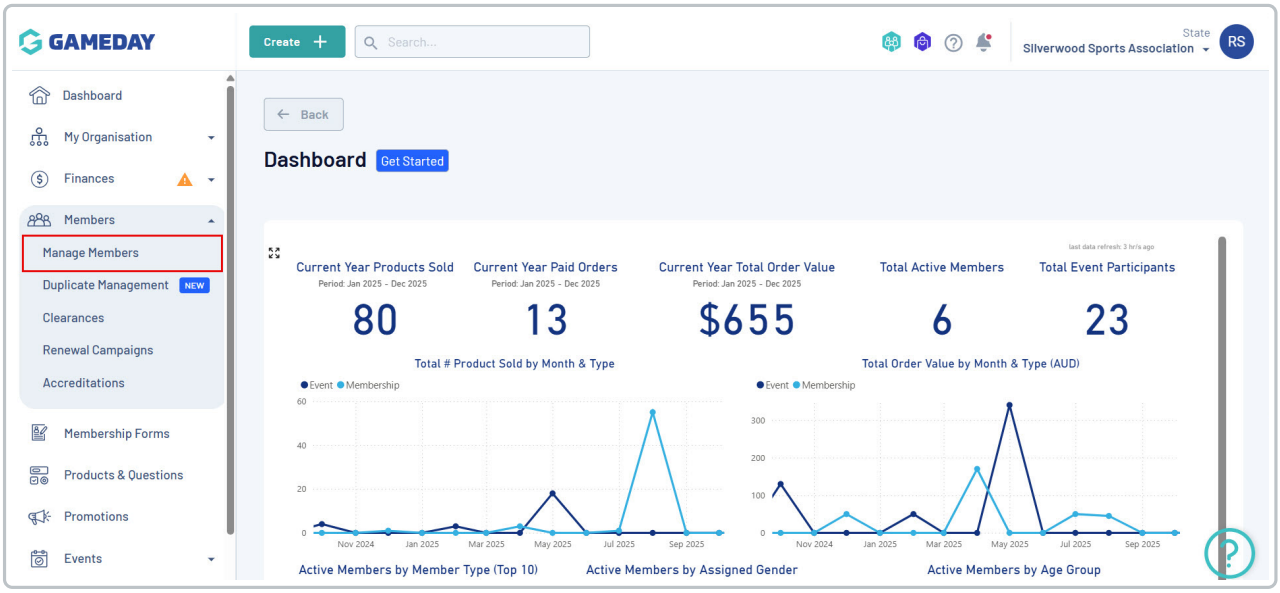
How do I add a note for a member?

29/09/2025 2:25 pm AEST

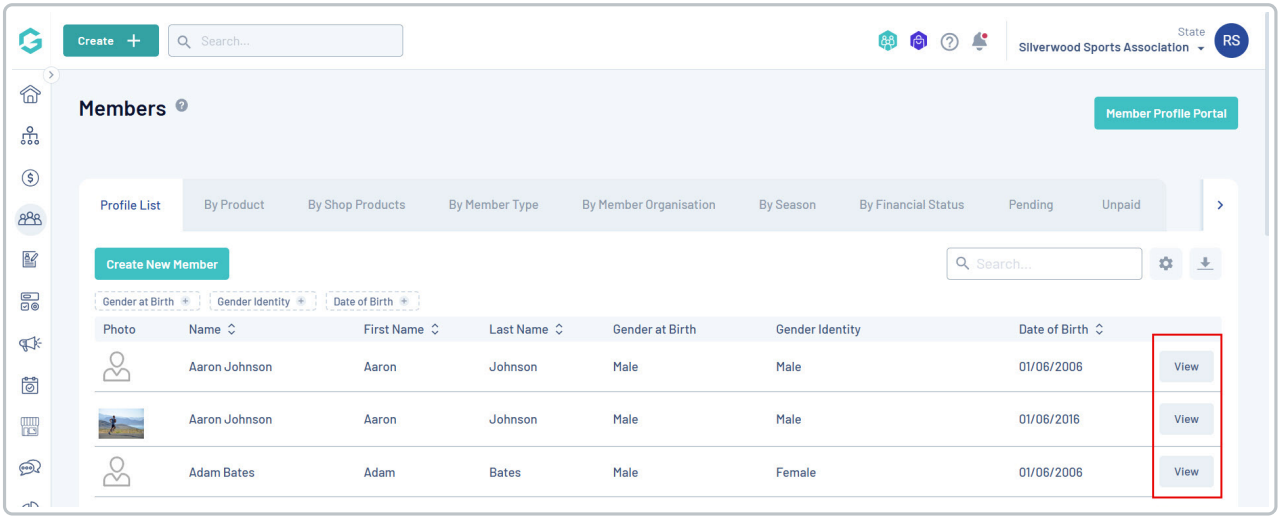
GameDay administrators can add member notes against a members record to store any relevant information, which can also be seen by other GameDay administrators.

To add a Member Note to a member's record:

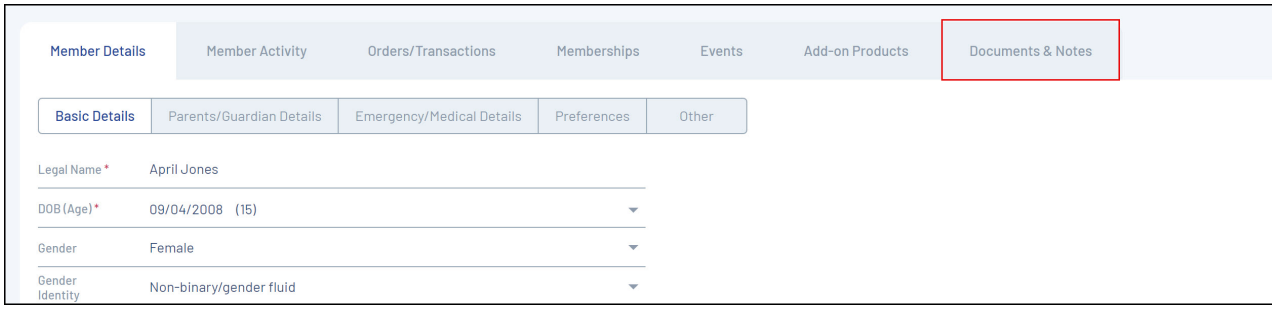
1. In the left-hand menu, click **Members** > **MANAGE MEMBERS**



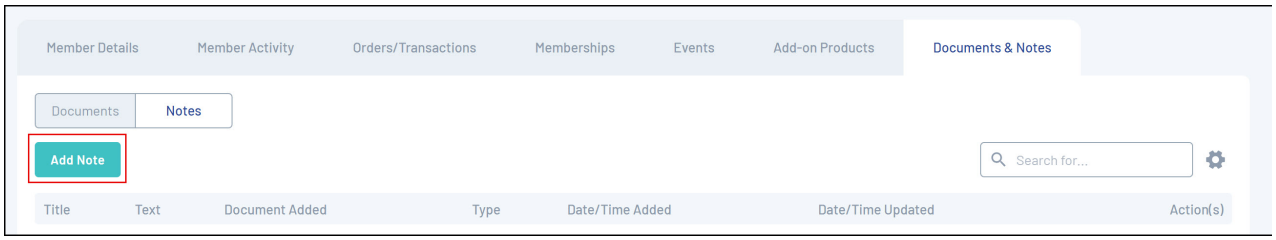
2. Search for the members name within the member list and the click **VIEW**



3. Click on the **DOCUMENTS & NOTES** tab within the member record



4. Under the **Notes** tab, click **ADD NOTE**



5. Enter the information below:
   - **Note Title**: A brief title to describe the note
   - **Note Text**: A more comprehensive description of the note
   - **Note Type**: Choose whether the note is General, Medical, Welfare/Safeguarding, Disciplinary, Other
   - **Viewable By**: Choose whether the note can be viewed by your organisation administrators only, or by any organisation within the hierarchy
   - **Editable By**: Choose whether the note can be edited by your organisation administrators only, or by any organisation within the hierarchy

Click **SAVE**

