



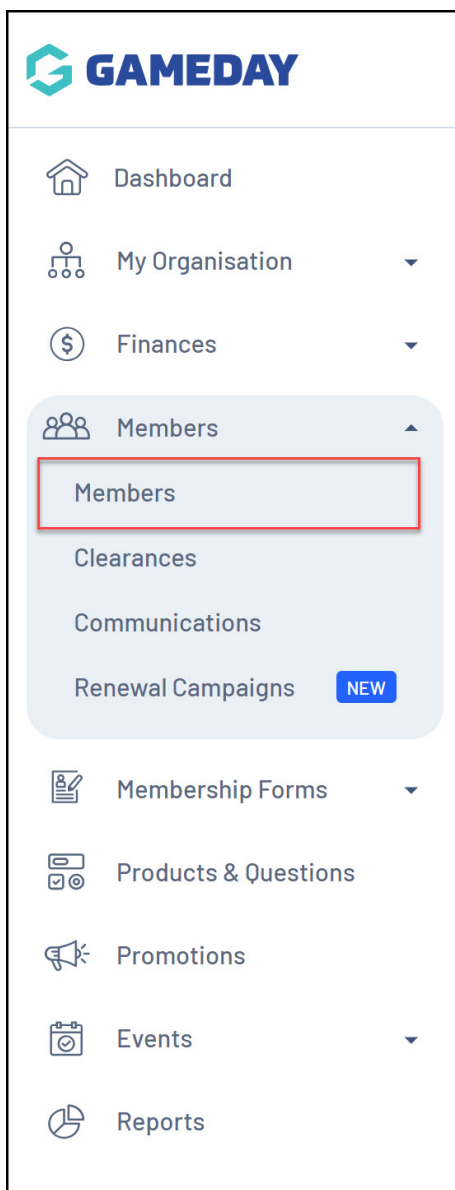
How do I add a note for a member?

Last Modified on 07/03/2024 11:59 am AEDT

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 > MEMBERS**



2. Search for the members name within the member list and the 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. Click on the **DOCUMENTS & NOTES** tab within the member record

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

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

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

Documents | **Notes**

Add Note | Search for...

Title	Text	Document Added	Type	Date/Time Added	Date/Time Updated	Action(s)
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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**

Add Note ✕

Note Title *

Note Text *

Related Document

Note Type *

Viewable By *

Editable By *

Related Articles
