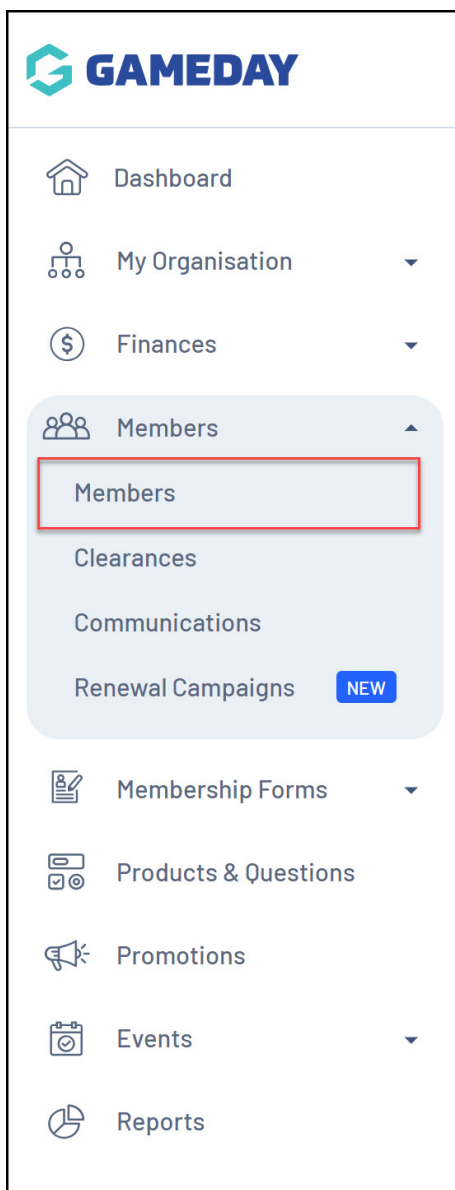# How do I add a note for a member?

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**

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**

Add Note

Note Title *

Away for championships

Note Text *

Will be away from January to March 2024 and unable to participate in championship events

Related Document

Note Type *

General

Viewable By *

Only this organisation

Editable By *

Only this organisation

Cancel   Save

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