How do I view, edit or delete a member note?

29/09/2025 2:25 pm AEST

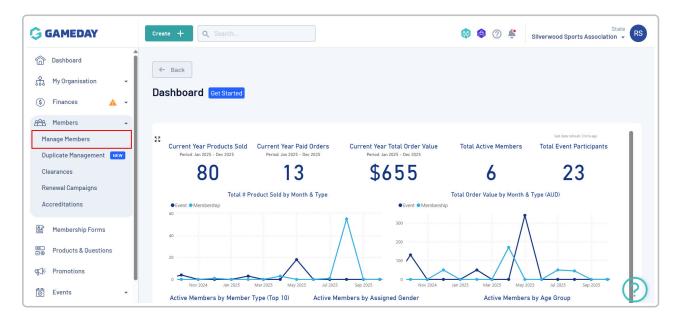
GameDay administrators can view, edit, or delete Member Notes on an individual member record.



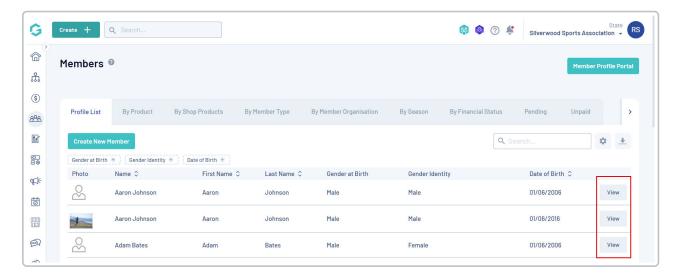
Note: Depending on your hierarchy level, you may not have access to this functionality as higher-level organisations can restrict these features from other users.

To view, download, edit, or delete a document on a member's record:

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



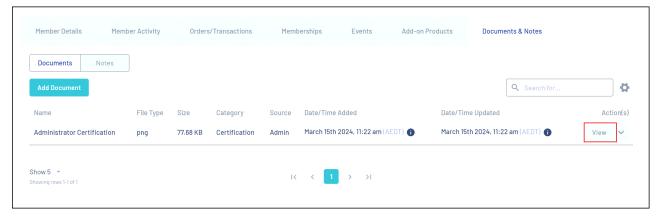
2. Search for the relevant member, then click VIEW



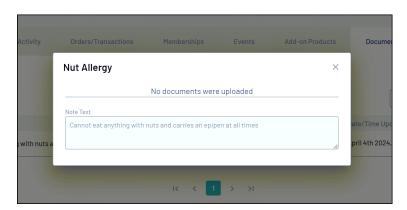
3. Click on the **DOCUMENTS & NOTES** tab



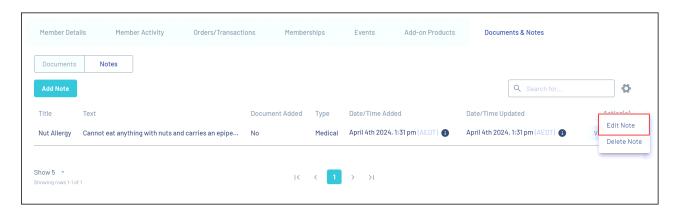
4. To view a member note, click VIEW



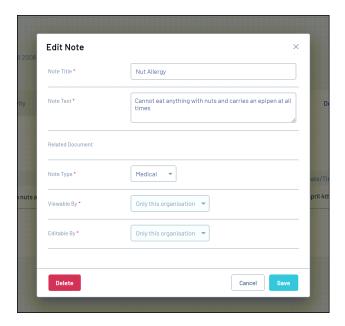
A pop-up will appear to see information and documents related to the member note



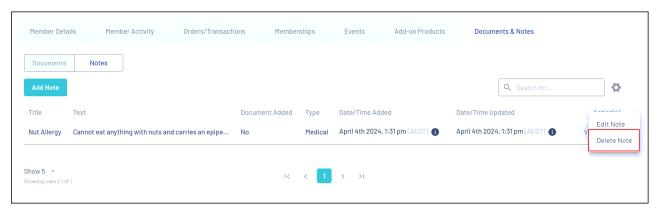
5. To edit a member note, click the arrow to the right-hand side of the note and click **EDIT NOTE**



A pop-up will appear for you to edit information related to the note



6. To delete a member note, click the arrow to the right-hand side of the note and click **DELETE NOTE**



A confirmation box will appear to confirm you want to delete this note. Click ${\it YES}$

