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

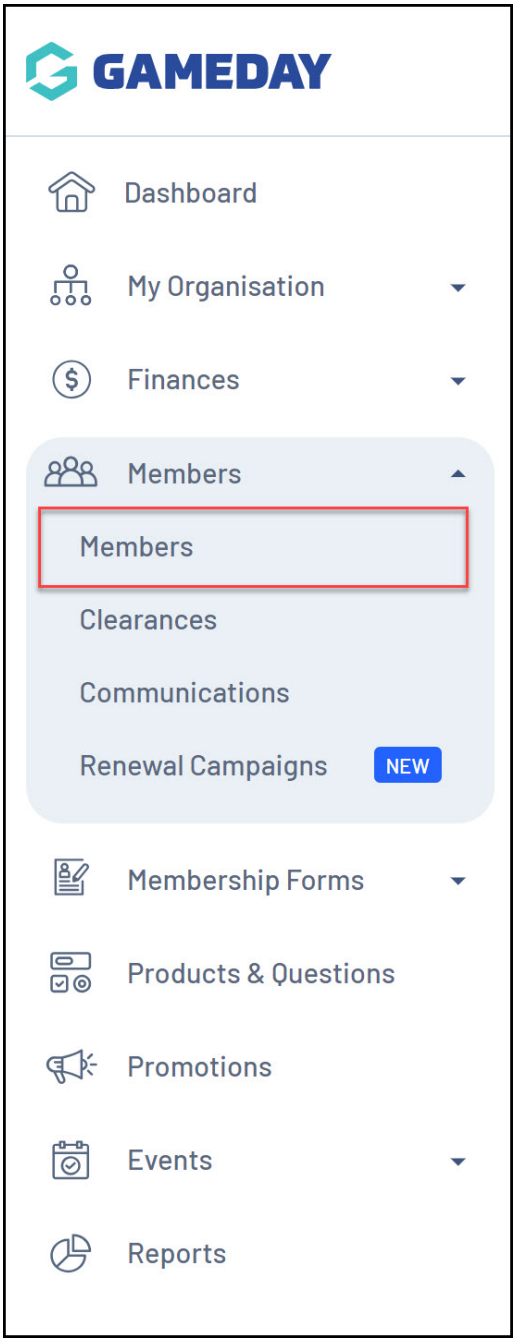
Last Modified on 04/04/2024 1:41 pm AEDT

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

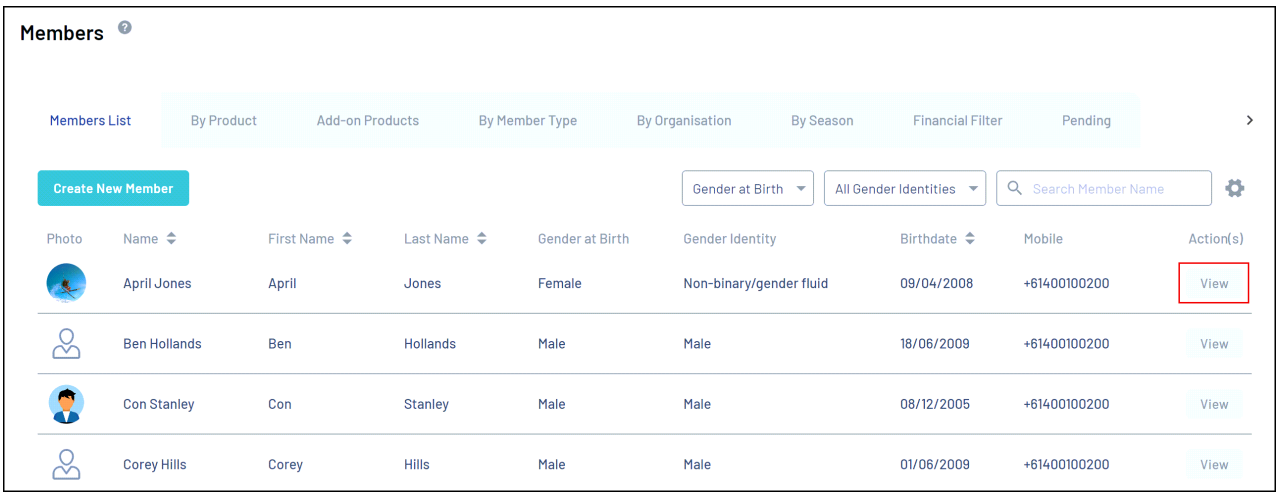
> **Note**: Depending on your hierarchy level, you may not have access to this functionality as higher-level organisations can restrict these features from other users.

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

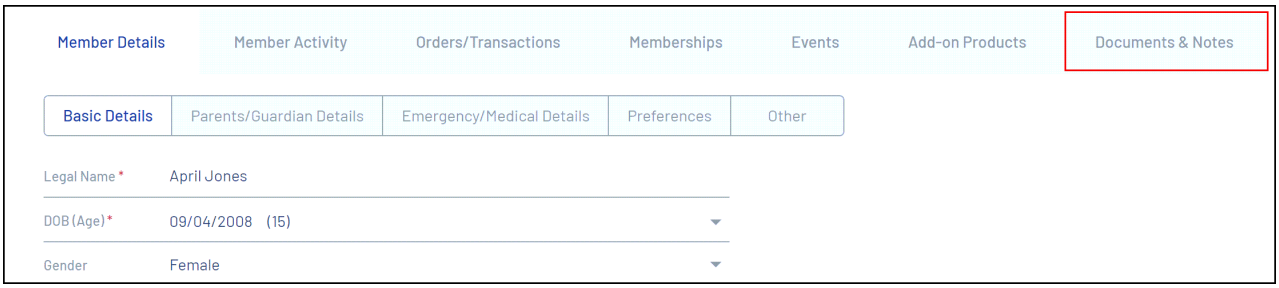
1. In the left-hand menu, click **Members** > **MEMBERS**



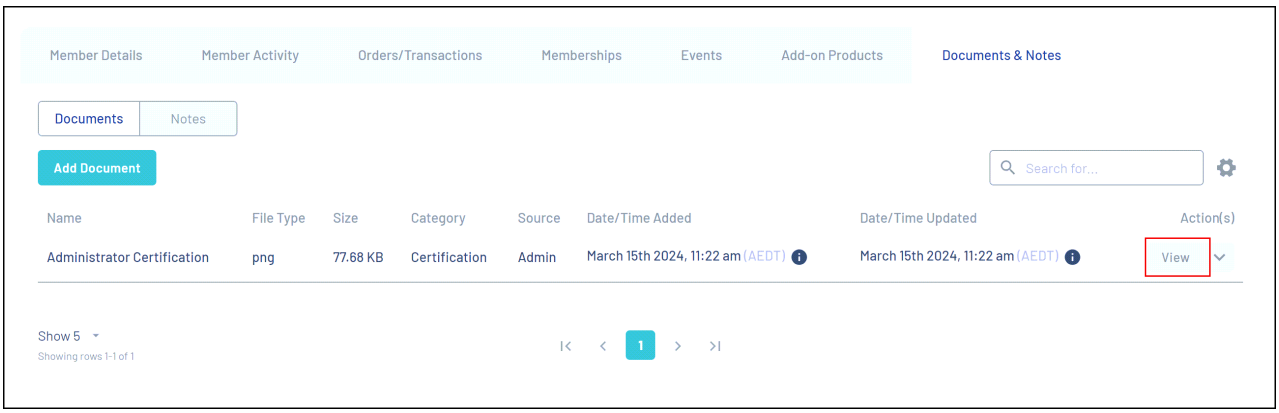
2. Search for the relevant member, then click **VIEW**



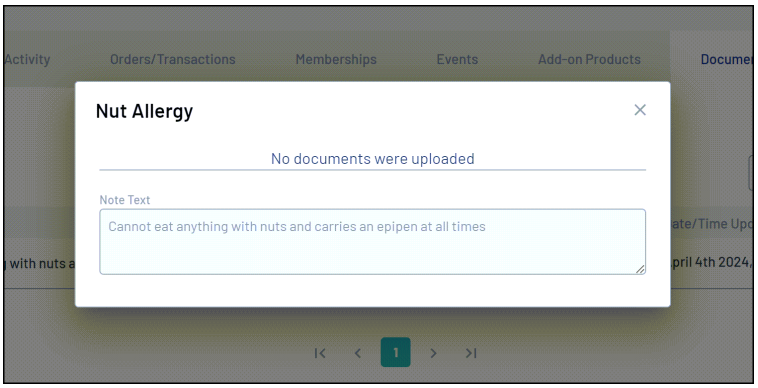
3. Click on the **DOCUMENTS & NOTES** tab



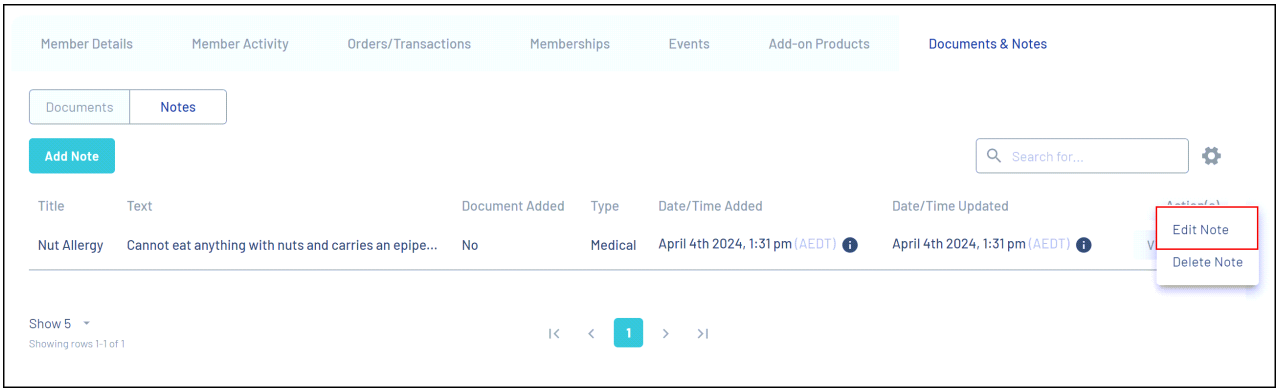
4. To view a member note, click **VIEW**



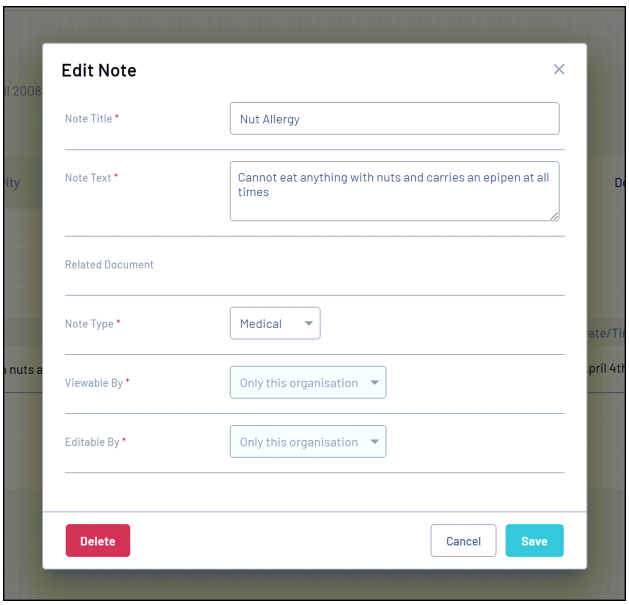
A pop-up will appear to see information and documents related to the member note



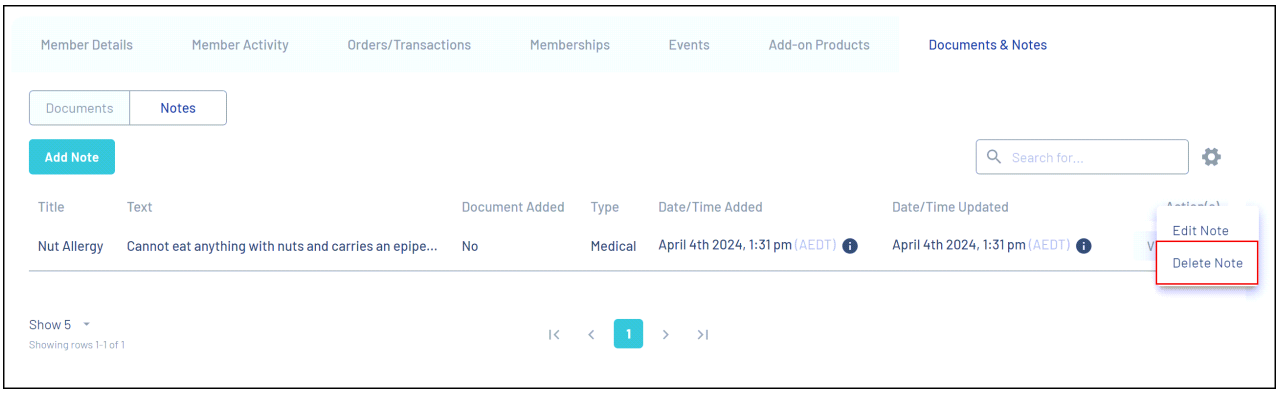
5. To edit a member note, click the arrow to the right-hand side of the note and click **EDIT NOTE**



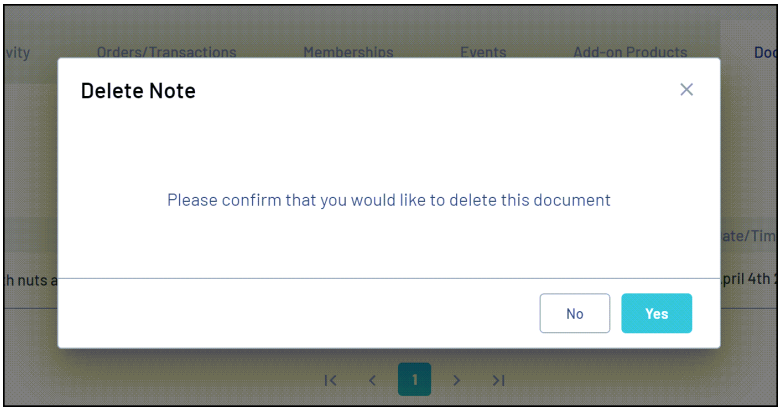
A pop-up will appear for you to edit information related to the note



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 **YES**



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