



# GAMEDAY

## 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**



Dashboard



My Organisation



Finances



Members

Members

Clearances

Communications

Renewal Campaigns

NEW



Membership Forms



Products & Questions



Promotions



Events



Reports

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

## Members <sup>?</sup>

Members List

By Product

Add-on Products

By Member Type

By Organisation

By Season

Financial Filter

Pending

Create New Member

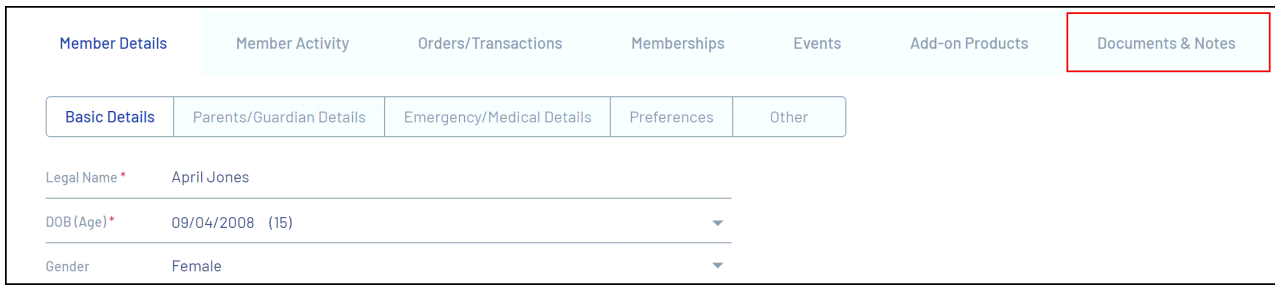
Gender at Birth

All Gender Identities

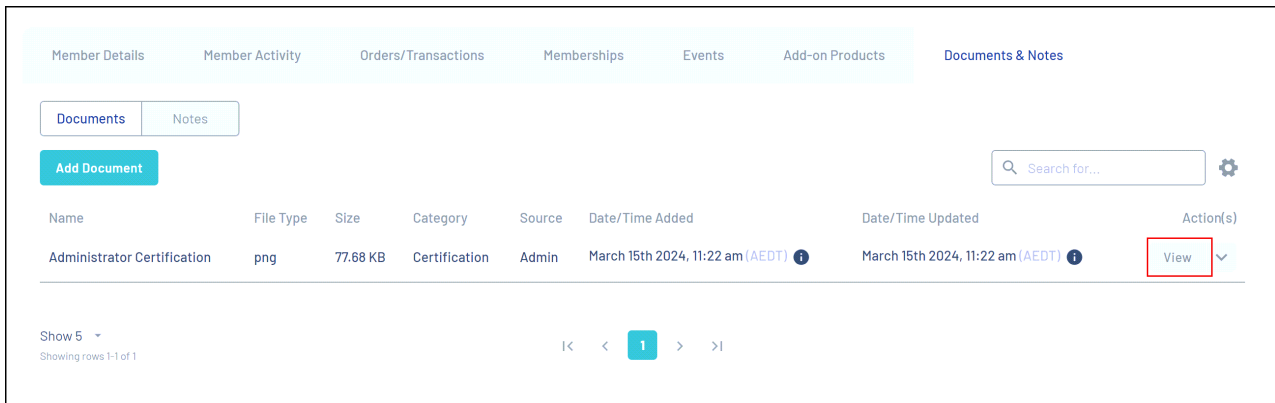
Search Member Name

| Photo | Name         | First Name | Last Name | Gender at Birth | Gender Identity         | Birthdate  | Mobile       | Action(s) |
|-------|--------------|------------|-----------|-----------------|-------------------------|------------|--------------|-----------|
|       | April Jones  | April      | Jones     | Female          | Non-binary/gender fluid | 09/04/2008 | +61400100200 | View      |
|       | Ben Hollands | Ben        | Hollands  | Male            | Male                    | 18/06/2009 | +61400100200 | View      |
|       | Con Stanley  | Con        | Stanley   | Male            | Male                    | 08/12/2005 | +61400100200 | View      |
|       | Corey Hills  | Corey      | Hills     | Male            | Male                    | 01/06/2009 | +61400100200 | View      |

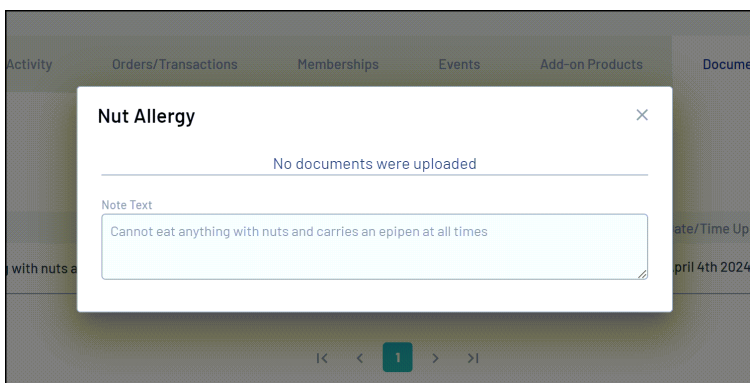
### 3. Click on the **DOCUMENTS & NOTES** tab



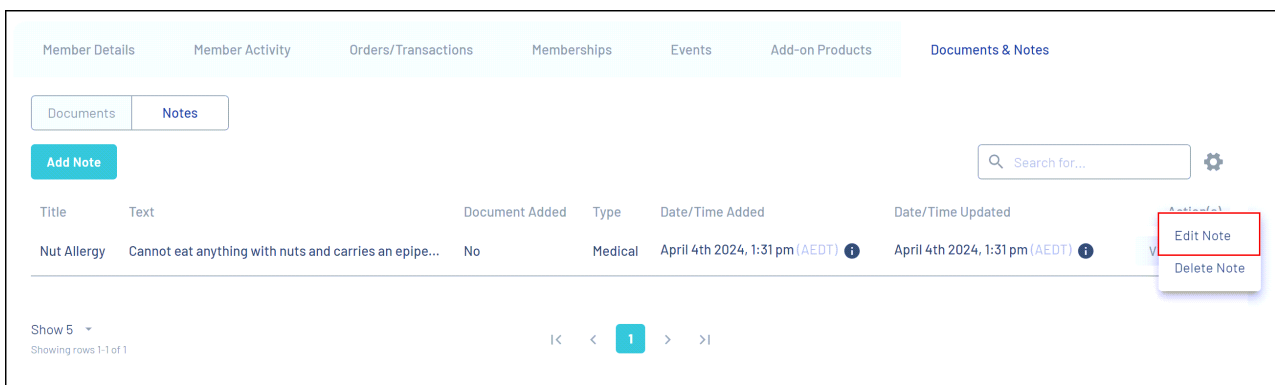
### 4. To view a member note, click **VIEW**



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

**Edit Note**

Note Title \*

Note Text \*

Related Document

Note Type \*

Viewable By \*

Editable By \*

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

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

Documents   **Notes**

| Title       | Text  | Document Added | Type    | Date/Time Added                | Date/Time Updated              | Actions   |
|-------------|---|----------------|---------|--------------------------------|--------------------------------|---|
| Nut Allergy | Cannot eat anything with nuts and carries an epipe... | No             | Medical | April 4th 2024, 1:31 pm (AEDT) | April 4th 2024, 1:31 pm (AEDT) | <input type="button" value="Edit Note"/> <input type="button" value="Delete Note"/> |

Show 5  Showing rows 1-1 of 1

A confirmation box will appear to confirm you want to delete this note. Click **YES**

**Delete Note**

Please confirm that you would like to delete this document

## Related Articles