

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**

The screenshot shows the GameDay Dashboard interface. On the left-hand menu, the 'Members' section is expanded, and 'Manage Members' is highlighted with a red box. The main dashboard area displays various metrics and charts, including 'Current Year Products Sold' (80), 'Current Year Paid Orders' (13), 'Current Year Total Order Value' (\$655), 'Total Active Members' (6), and 'Total Event Participants' (23). There are also line charts for 'Total # Product Sold by Month & Type' and 'Total Order Value by Month & Type (AUD)'. The bottom of the dashboard shows 'Active Members by Member Type (Top 10)', 'Active Members by Assigned Gender', and 'Active Members by Age Group'.

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

The screenshot shows the GameDay Members page. The 'Members' section is selected in the left-hand menu. The main area displays a 'Profile List' tab with a table of members. The table has columns for Photo, Name, First Name, Last Name, Gender at Birth, Gender Identity, and Date of Birth. Three members are listed: Aaron Johnson (Male), Aaron Johnson (Male), and Adam Bates (Female). The 'View' button for each member is highlighted with a red box.

Photo	Name	First Name	Last Name	Gender at Birth	Gender Identity	Date of Birth	View
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2006	View
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	View
	Adam Bates	Adam	Bates	Male	Female	01/06/2006	View

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

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

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

Member Details

Member Activity

Orders/Transactions

Memberships

Events

Add-on Products

Documents & Notes

Documents

Notes

Add Document

Search for...

Name	File Type	Size	Category	Source	Date/Time Added	Date/Time Updated	Action(s)
Administrator Certification	png	77.68 KB	Certification	Admin	March 15th 2024, 11:22 am (AEDT)	March 15th 2024, 11:22 am (AEDT)	<div>View</div>

Show 5

Showing rows 1-1 of 1

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

Activity

Orders/Transactions

Memberships

Events

Add-on Products

Documents & Notes

Nut Allergy

No documents were uploaded

Note Text

Cannot eat anything with nuts and carries an epipen at all times

5. To edit a member note, click the arrow to the right-hand side of the note and click **EDIT 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)
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)	<div>View</div> <div>Edit Note</div> <div>Delete Note</div>

Show 5

Showing rows 1-1 of 1

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

The 'Edit Note' modal form contains the following fields and controls:

- Note Title ***: A text input field containing 'Nut Allergy'.
- Note Text ***: A text area containing 'Cannot eat anything with nuts and carries an epipen at all times'.
- Related Document**: A section header.
- Note Type ***: A dropdown menu with 'Medical' selected.
- Viewable By ***: A dropdown menu with 'Only this organisation' selected.
- Editable By ***: A dropdown menu with 'Only this organisation' selected.
- Buttons**: 'Delete' (red), 'Cancel' (grey), and 'Save' (teal) buttons at the bottom.

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

The 'Documents & Notes' section includes a search bar and a table of notes. The 'Delete Note' button in the actions column is highlighted with a red box.

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) ⓘ	<div>⌵ Edit Note Delete Note</div>

Showing rows 1-1 of 1

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

The 'Delete Note' confirmation modal contains the following elements:

- Title**: Delete Note
- Message**: Please confirm that you would like to delete this document
- Buttons**: 'No' and 'Yes' buttons at the bottom right.