

How do I add an event registration to an existing entrant?

20/05/2025 3:40 pm AEST

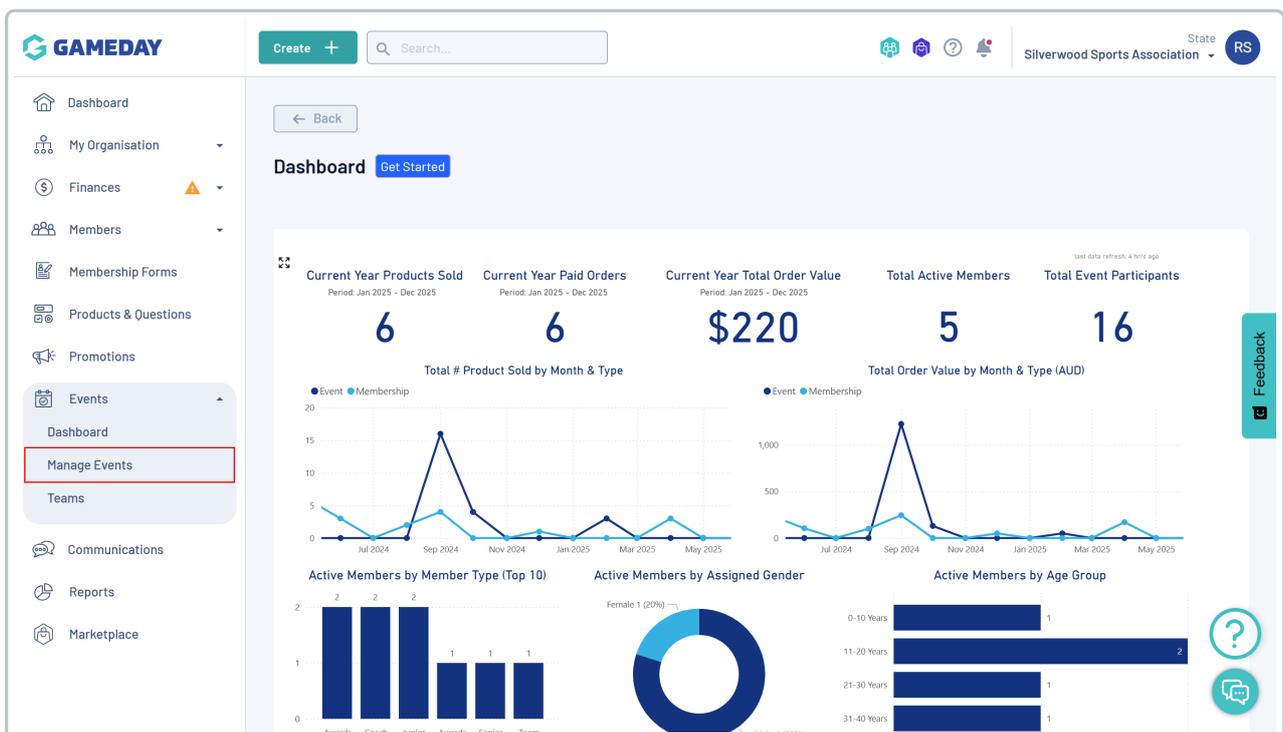
Overview

As an administrator of GameDay, you can manually process an event registration for an existing entrant through your back end database, using our integrated online payment gateway.

Step-by-Step

Step 1: Open your events list

In the left-hand menu, open the **Events** menu and click **MANAGE EVENTS**



Step 2. View the relevant event

Select the **three-dots** menu next to the relevant event, then select **VIEW**

Events ?

Events | Event Templates | Event Participant ID Management | Event Display Template | ECAL Widgets

Create Event | Create Event from Template

All Event Types | All Categories | Active | Search...

Event Name	Event Type	Event Info	Event Category	Event Date(s)	Venue	# Produc
Athletics Carnival	Event Entry	- All Day Event	Sport	2 December 2034 (AEDT) - 2 December 2034 (AEDT)	GameDay HQ	5
Awards Night 2024	Ticketing		Charity & Fundraiser	28 Dec 2024 06:00 pm (AEDT) - 28 Dec 2024 10:00 pm (AEDT)		
GameDay Basketball Tournament	Event Entry	- Team Event - All Day Event	Sport	31 October 2025 (AEDT) - 31 October 2025 (AEDT)		
GameDay B&F	Ticketing		Programs & Clinics	1 Apr 2030 12:00 am (AEDT) - 1 Apr 2030 11:00 pm (AEDT)		
GameDay Swim Meet (Sub-Events)	Event Entry	- All Day Event - Uses Sub Events	Sport	21 April 2024 (AEST) - 21 April 2024 (AEST)		

Show 5

Feedback

?

...

Edit
 View
 Open Event URL
 Copy Event URL
 Generate Event QR Code
 Open Registration Form URL
 Copy Registration Form URL
 Generate Registration QR Code
 Export Participant Data to CSV

Step 3: View the event's entrants

Select the **PARTICIPANTS BY PRODUCT** tab to open a list of the event's entrants

Athletics Carnival

Active

Overview | **Participants by Product** | Participants by Add-on Product | Attendance Tracking



Event Details

Event Name: Athletics Carnival

Event Type: Event Entry

Use Sub-Events?: No

Event Timezone: Australia/Melbourne

Start Date/Time: December 2nd 2034, 12:00 am (AEDT)

End Date/Time: December 2nd 2034, 11:59 pm (AEDT)

Event Category: Sport

Gender: Any

Age: Yes

Member Types: Event Participant

Step 4: View the entrant

Find the entrant to which you wish to add a registration, open the **three-dots menu** and click **VIEW**

← Back

Athletics Carnival

Active

Overview | **Participants by Product** | Participants by Add-on Product | Attendance Tracking

Email Member Select Product All Genders at Birth Paid Search...

<input type="checkbox"/>	Event Participant ID	Name	Gender at Birth	Date of Birth	Email	Event Product	Quantity	Orderer Email	Status	Order Number	
<input type="checkbox"/>	SL61WD	Adam Bates	Male	01/06/2006	adam@email.com	Junior Carnival Entry	1		7 February 2025 (AEDT)	2063161	...
<input type="checkbox"/>		April Jones	Female	09/04/2008	april@email.com	Senior Carnival Entry	1		11 April 2024 (AEST)		View Manage Order
<input type="checkbox"/>		Billy Corman	Male	01/05/2001	billy@email.com	Senior Carnival Entry	1		17 February 2025 (AEDT)	2066951	...
<input type="checkbox"/>		Jim Phillips	Male	29/07/2008	jim@email.com	Senior Carnival Entry	1		11 April 2024 (AEST)	1937409	...

Feedback

Step 5: Open the Products tab

On the entrant's profile, select the **PRODUCTS** tab, then select the **EVENTS** sub-tab to open their current list of event products across all your events. To add a new event product and process a payment, click **ADD EVENT REGISTRATION**

← Back

Adam Bates 1 June 2006
Profile Status: Active

Profile Details | Activity | Orders/Transactions | **Products** | Documents & Notes | Accreditations

Memberships | **Events** | Add-on Products

Add Event Registration

Event Name	Organisation Name	Event Participant ID	Product Name	Price
GameDay B&F	Silverwood Sports Association		Awards Night 2024 - Standard Seating	\$ 50.00 AUD
Awards Night 2024	Silverwood Sports Association		Awards Night 2024 - Premium Seating	\$ 100.00 AUD
Athletics Carnival	Silverwood Sports Association	SL61WD	Junior Carnival Entry	\$ 0.00 AUD
GameDay Basketball Tournament	Silverwood Sports Association	BIB1	GameDay Basketball Tournament - Player Fee	\$ 10.00 AUD

Step 6: Select the event and product

Select an **Event** and a **Product**, then choose the **Process Payment Now** option and click **NEXT**

Add an Event Registration to Adam Bates

Select an Event *

Event Name	Organisation
GameDay B&F	Silverwood Sports Association

[Reselect Event](#)

Select Products *

Product Name	Price	Organisation
Awards Night 2024 - Standard Seating	\$ 50.00 AUD	Silverwood Sports Association

[Edit Products](#)

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

[Feedback](#)

[?](#)

[Next](#)

Step 7: Review the information

Confirm that your information is correct, then click **PROCEED TO PAYMENT**

Review items for this order

Order Item Number	Product Name	Quantity	Price	Total Discouted Price
2828602	Awards Night 2024 - Standard Seating	1	\$ 50.00 AUD	\$ 50.00 AUD

Show 10 -
Showing rows 1-1 of 1

[<](#) [1](#) [>](#) [>|](#)

Total Price (Inclusive of Transaction and Processing Fee)

\$ 50.00 AUD

[Feedback](#)

[?](#)

[Cancel](#) [Proceed to Payment](#)

Step 8: Pay for the order

Enter payment information and click **PAY NOW**

Make a Payment

Total due: \$ 50.00 AUD

Card

AU Direct Debit

Card number

4444 3333 2222 1111 

Expiry date (MM/YY) Security code

12 / 26 123 

Country

Australia 

Pay Now

Powered by **stripe**

Cancel