

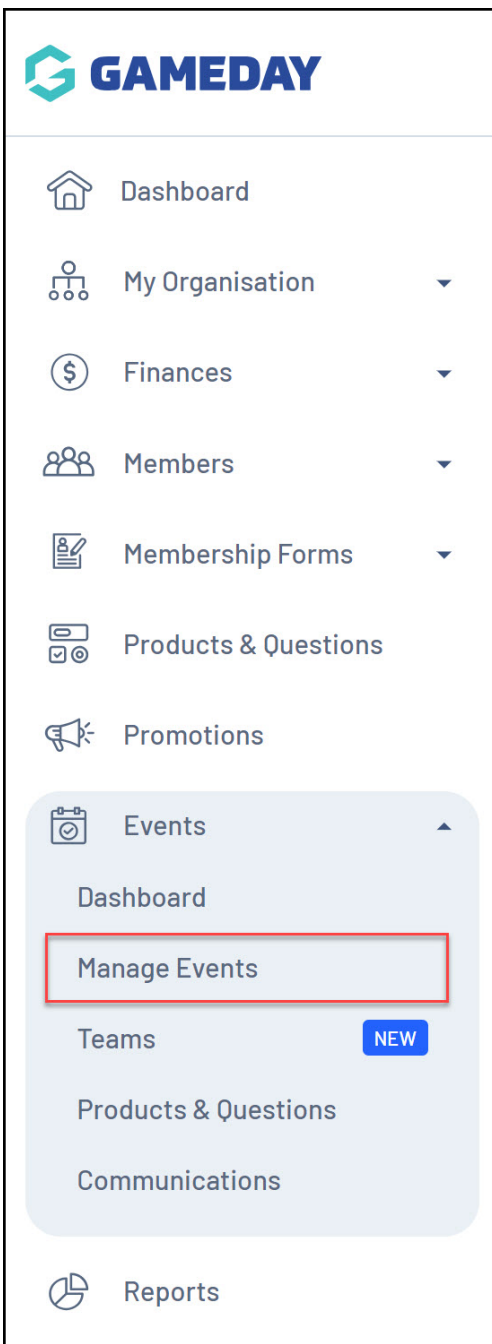


How do I add an event registration to an existing entrant?

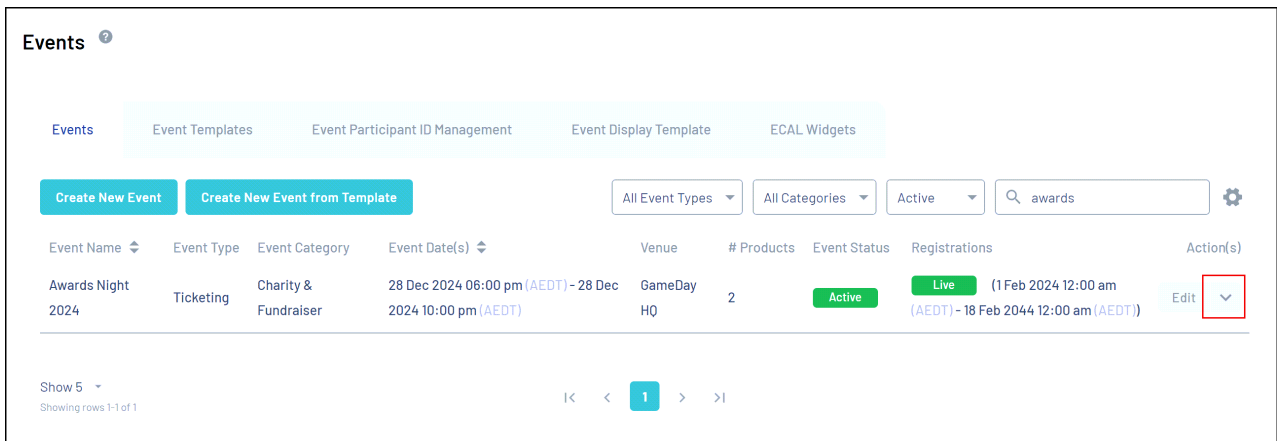
Last Modified on 09/04/2024 3:45 pm AEST

As an administrator of GameDay, you can manually apply an event registration to an existing entrant through your back end database.

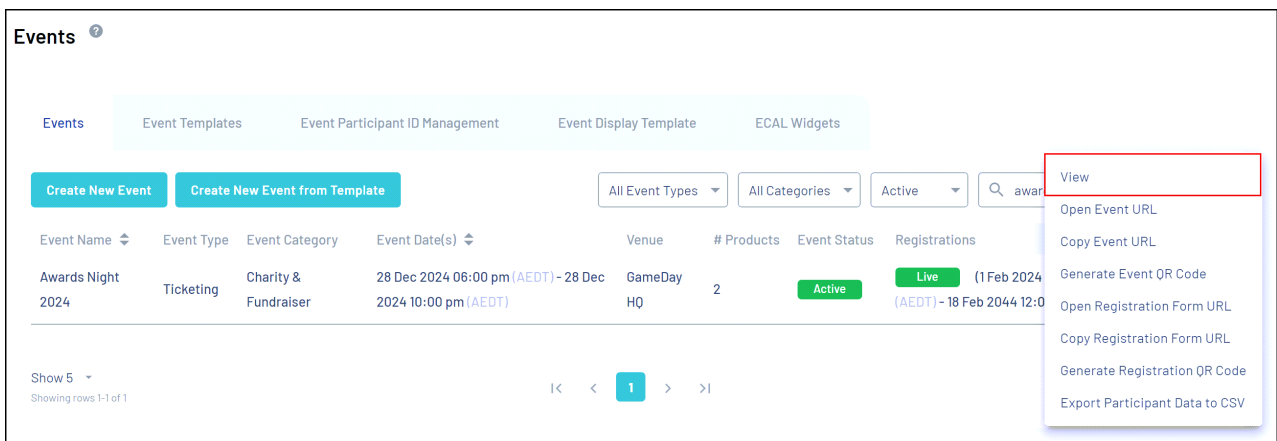
1. In the left-hand menu, open the **Events** menu and click **MANAGE EVENTS**



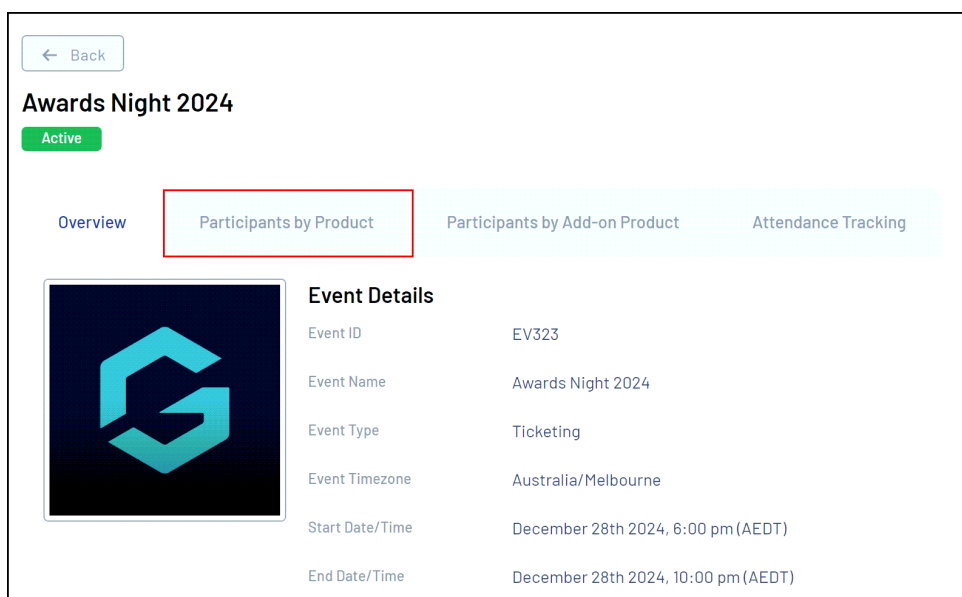
2. Select the **ACTIONS** arrow next to the relevant event



3. Select **VIEW**



4. Select the **PARTICIPANTS BY PRODUCT** tab



5. Find the entrant to which you wish to add a registration, and click **VIEW**

Awards Night 2024
Active

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

Email Participant All Genders at Birth

<input type="checkbox"/>	Event Participant ID	Name	Gender at Birth	Birthdate	Event Product	Quantity	Order Date	Order #	Status	Action(s)
<input type="checkbox"/>		Rory Stewart	Male	01/07/1994	Club Donation - \$50	1	27 February 2024 (AEDT)	1924338	Paid	View
<input type="checkbox"/>		Rory Stewart	Male	01/07/1994	Awards Night 2024 - Premium Seating	1	27 February 2024 (AEDT)	1924338	Paid	View
<input type="checkbox"/>		Damian Prine	Male	01/10/2012	Awards Night - Life Members Entry	1	27 February 2024 (AEDT)	1924342	Paid	View

6. On the entrant's record, select the **EVENTS** tab

[← Back](#)

Rory Stewart 1 July 1994
Inactive

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

Basic Details Parents/Guardian Details Emergency/Medical Details Preferences Other

7. Select **ADD EVENT REGISTRATION**

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

Event Products **Event Details**

Add Event Registration

Event Name	Organisation Name	Event Participant ID	Product Name	Price	Quantity	Order Status	Action(s)
Awards Night 2024	Training		Awards Night 2024 - Premium Seating	100.00	1	Paid	View Payment

Show 10
 Showing rows 1-1 of 1

<< < 1 > >>

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

×


Add an Event Registration to Rory Stewart

Select an Event *

Event Name	Organisation
Athletics Carnival	Training

[Reselect Event](#)

Select Products *



Product Name	Price	Organisation	
Senior Carnival Entry	100.00	Training	

[Edit Products](#)

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

Next



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

×

Review items for this order



Order Item Number	Product Name	Quantity	Price	Total Discounted Price
2488109	Senior Carnival Entry	1	\$ 100.00 AUD	\$ 100.00 AUD

Show 10 -
Showing rows 1-1 of 1

<< < 1 > >>

Total Price (Inclusive of Transaction and Processing Fee)

\$ 100.00 AUD



Proceed to Payment



10. Enter payment information and click **PAY NOW**



Make a Payment

Total due: \$100.00 AUD

Pay with card  

Card Number

Expiration Date (MM/YY)

CVV (3 digits)



Cancel

Pay Now



Related Articles
