How do I add an event registration to a new entrant?

20/05/2025 3:07 pm AEST

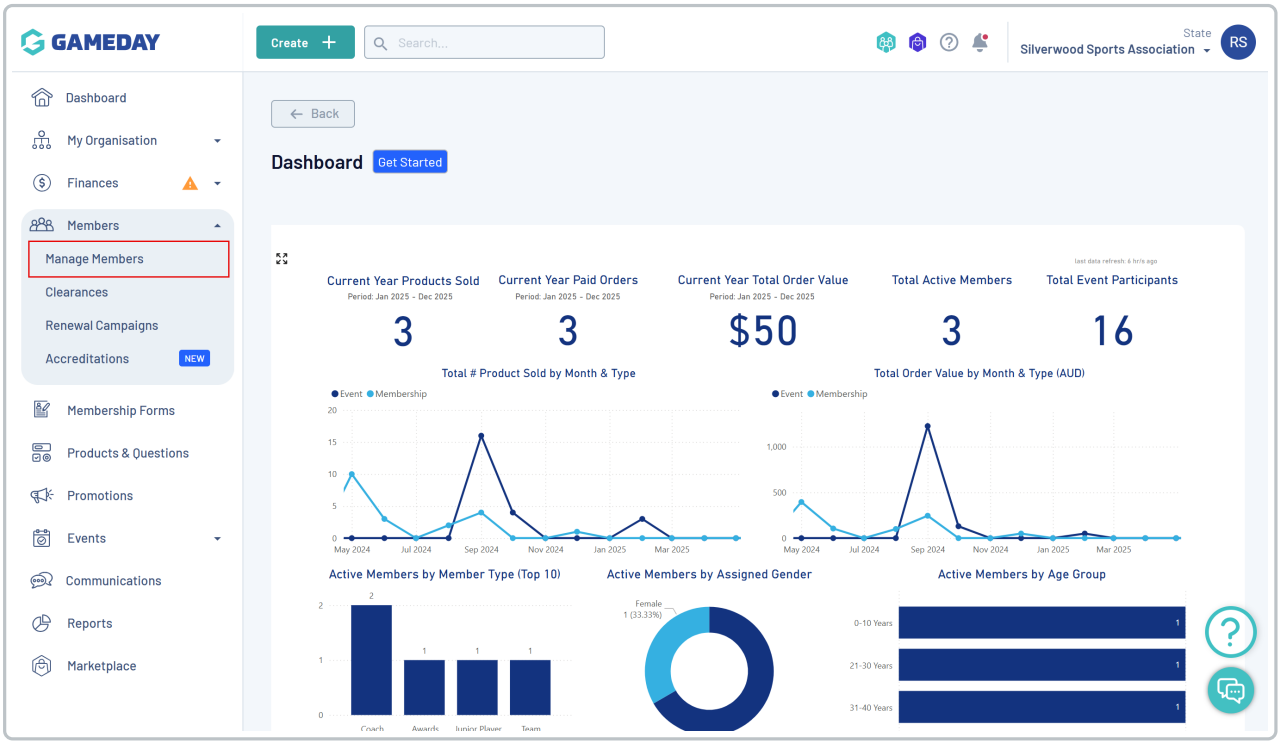
Overview

As an administrator of GameDay, you may encounter scenarios in which you need to manually add a new event entrant registration rather than having the entrant register through an event form. In these cases, you can manually create a member profile in your database from scratch, then add an event registration to their profile, which includes the option to either manually mark the event order as paid, or process a live payment through the back end payment gateway.

Step-by-Step

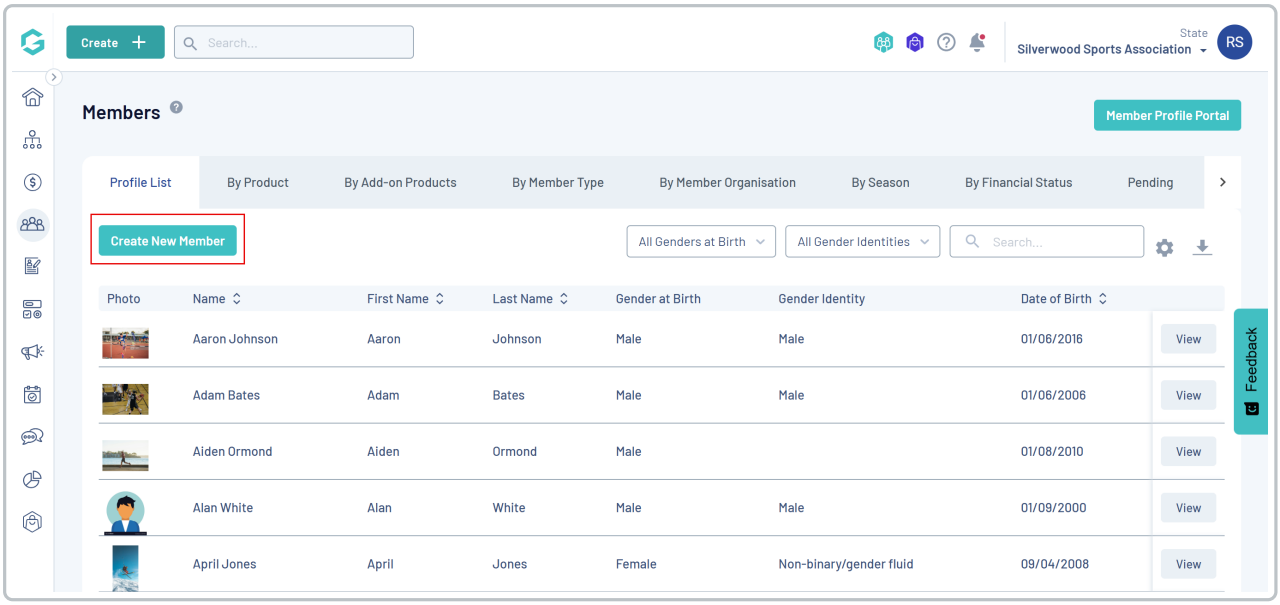
Step 1: Navigate to your member list

Click **Members** > **MANAGE MEMBERS** on the left-hand menu



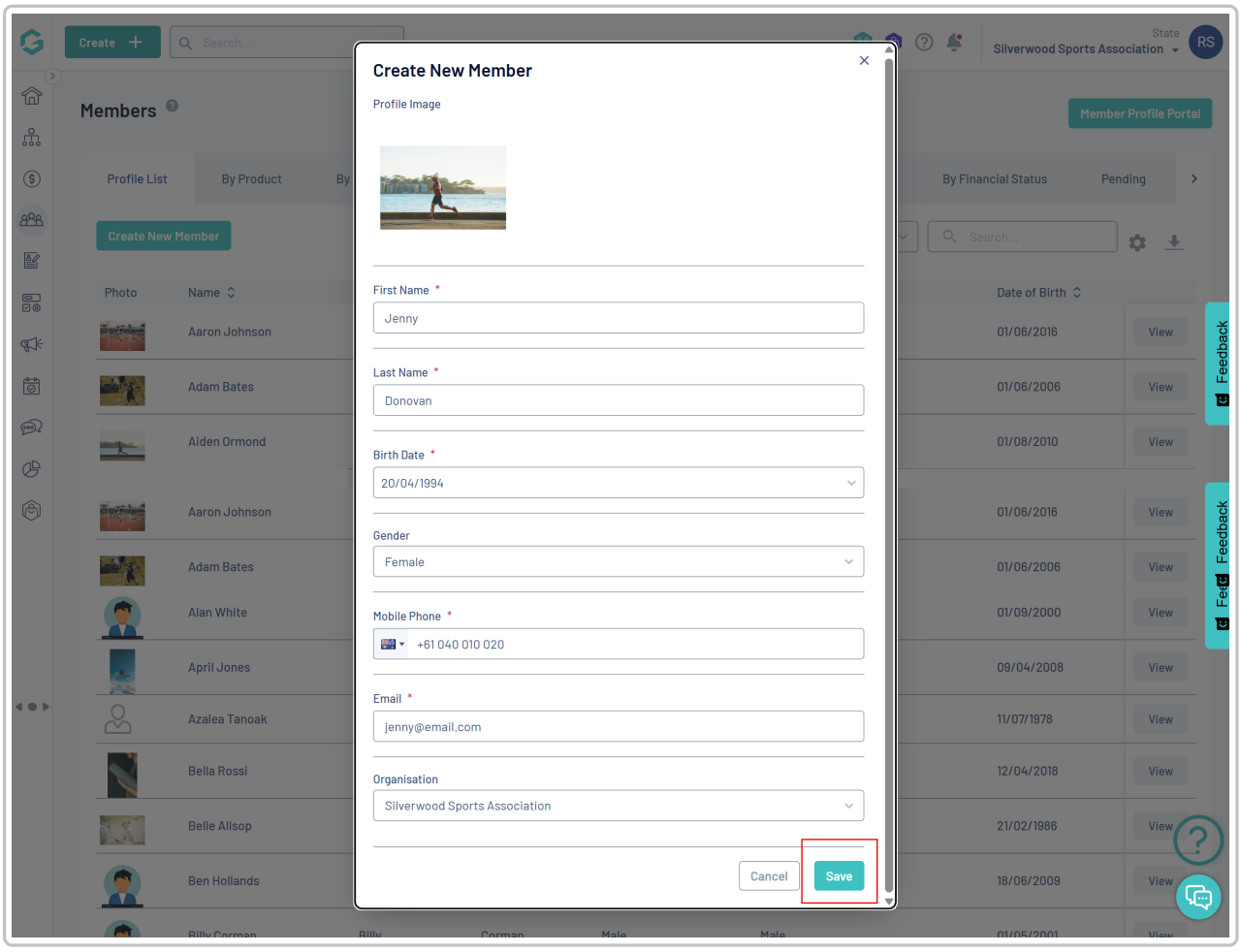
Step 2: Create a new member profile

Click the **CREATE NEW MEMBER** button



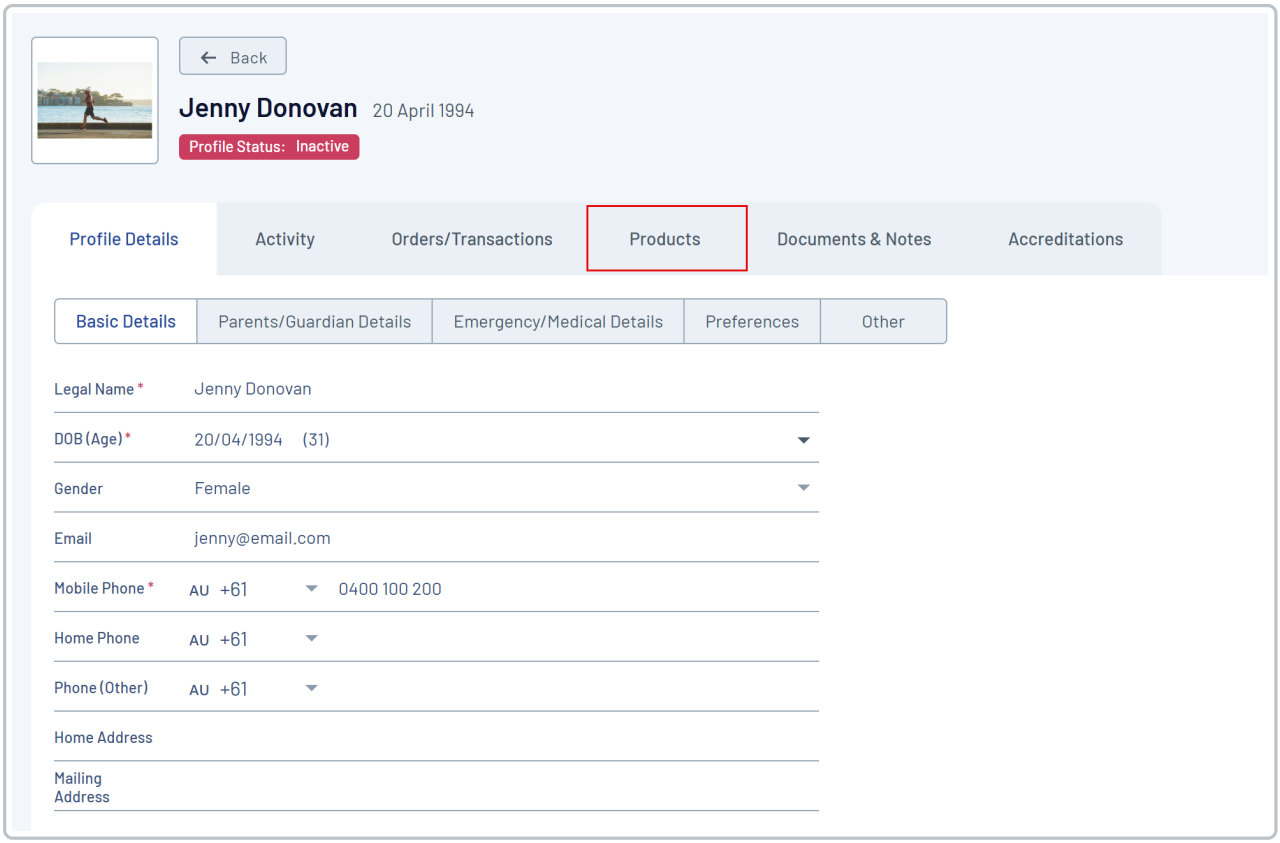
Step 3: Enter the core member details

Complete the entrant's basic details, then click **SAVE**



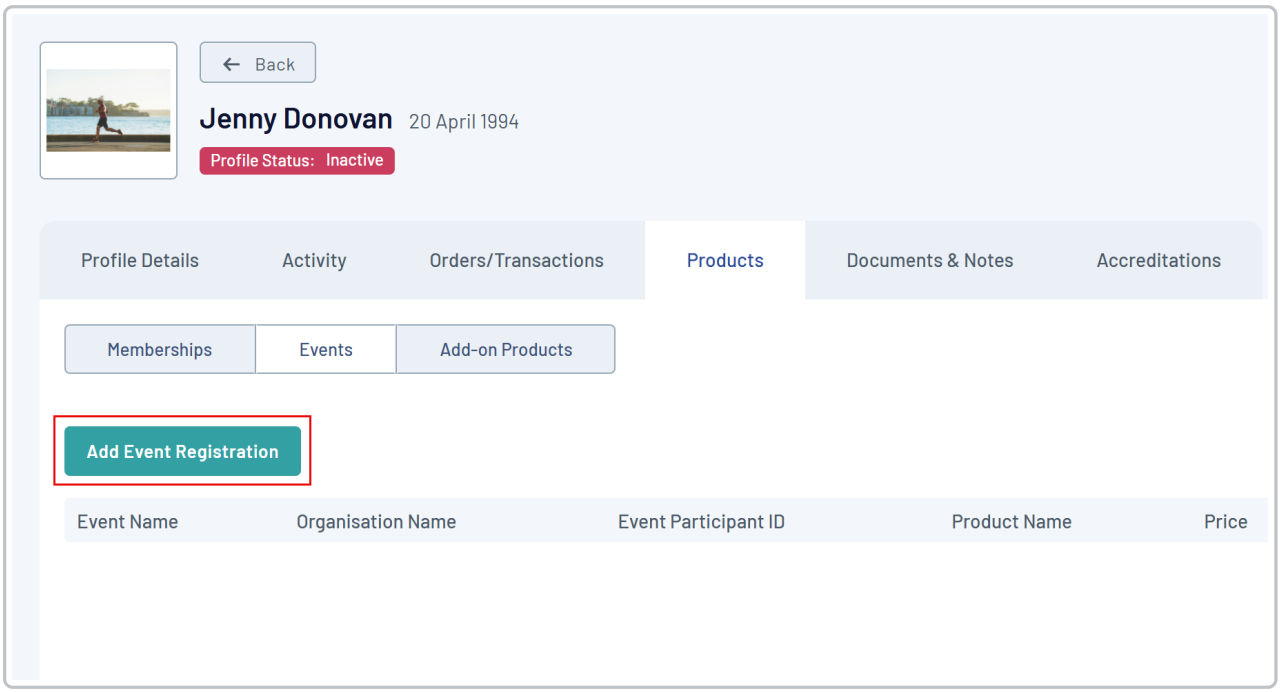
Step 4: Open the Products tab

On the entrant's record, select the **PRODUCTS** tab



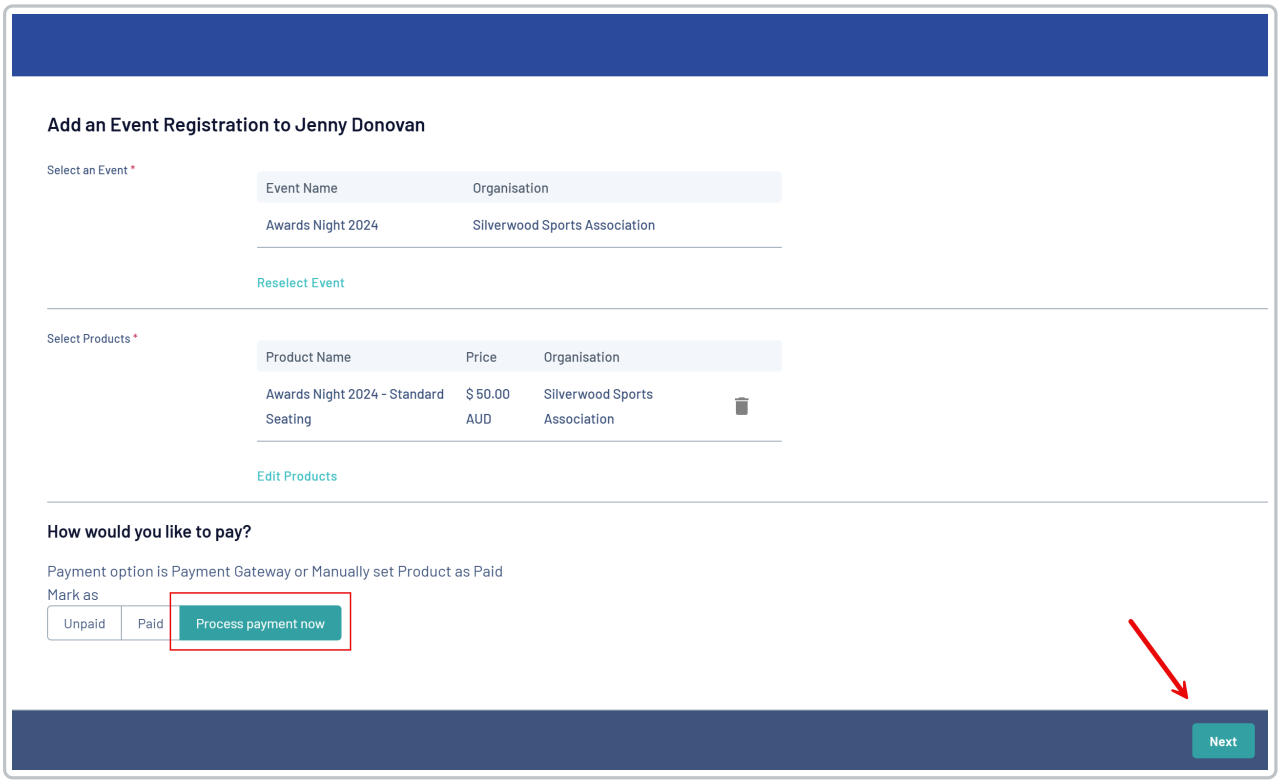
Step 5: Add a new event registration

In the **Events** sub-tab, click the **ADD EVENT REGISTRATION** button



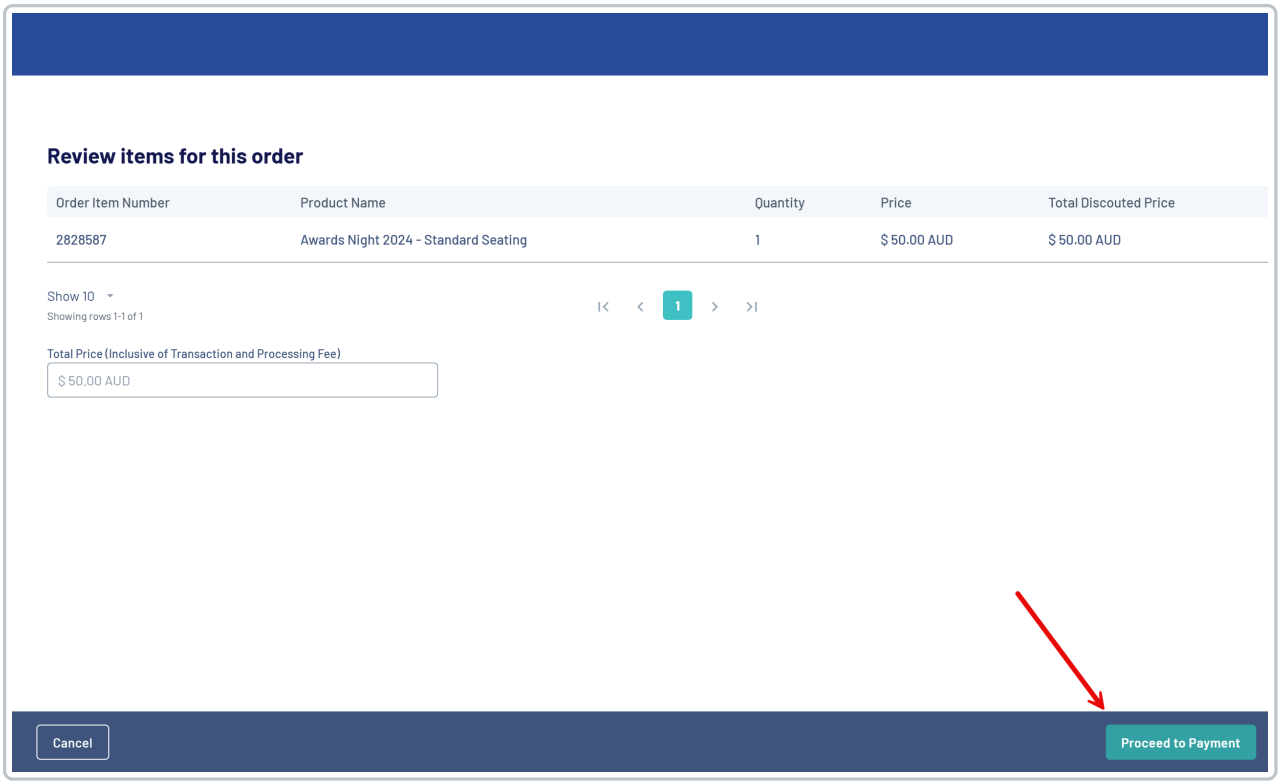
Step 6: Choose the event and product

Select an **Event** and a **Product**, then choose the **PROCESS PAYMENT NOW** option and click **NEXT**



Step 7: Review the information

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



Step 8: Make the payment

Enter payment information and click **PAY NOW**

