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

G	Create +	Q Search				(? Silverwood Sports A	State RS
	Members [@]						Men	ber Profile Portal
\$	Profile List	By Product	By Add-on Products	By Member Type	By Member Organis	ation By Season	By Financial Status	Pending >
228 Ef	Create New M	Member			All Genders at Birth 🗸	All Gender Identities 🗸	Q Search	¢ ±
	Photo	Name 🗘	First Name 💲	Last Name 💲	Gender at Birth	Gender Identity	Date of Birth $ \diamondsuit$	
¶	ET ELS FORENTS	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	dback main
õ		Adam Bates	Adam	Bates	Male	Male	01/06/2006	View U
@	-	Aiden Ormond	Aiden	Ormond	Male		01/08/2010	View
Ô		Alan White	Alan	White	Male	Male	01/09/2000	View
		April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008	View

Step 3: Enter the core member details

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

G	Create + Q	Search		ລີ 🧭 🐇 Silverwood Sports A	State RS
			Create New Member		
ٽم 	Members 🥝		Profile Image	Mem	ber Profile Portal
\$	Profile List	By Product By	Manifester.	By Financial Status F	ending >
222	Create New Men	nber		Y Q Search	\$.
	Photo N	lame 🗘	First Name *	Date of Birth 🗘	
	A	aron Johnson	Jenny	01/06/2016	view weiV
0	A	dam Bates	Last Name * Donovan	01/06/2006	View
	A	iden Ormond	Birth Date *	01/08/2010	View
Å	A	aron Johnson	20/04/1994	01/06/2016	View
		dam Bates	Gender V	01/06/2008	Leedba
		lan White	Mobile Phone *	01/09/2000	View
	A	pril Jones	+61 040 010 020	09/04/2008	View
40 >		zalea Tanoak	Email *	11/07/1978	View
	В	ella Rossi	Organisation	12/04/2018	View
	В	elle Allsop	Silverwood Sports Association V	21/02/1986	View
	В	en Hollands	Cancel Save	18/06/2009	View
		illy Corman	Rilly Cormon Male Male	01/05/2001	View

Step 4: Open the Products tab

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

	← Back Jenny Donovan Profile Status: Inactive	20 April	1994					
Profile Details	Activity	Order	rs/Transactions	Produc	ts	Docui	ments & Notes	Accreditations
Basic Details	Parents/Guardian	Details	Emergency/Medi	cal Details	Prefe	rences	Other	
Legal Name *	Jenny Donovan							
DOB(Age)*	20/04/1994 (31)					•		
Gender	Female					•		
Email	jenny@email.com							
Mobile Phone *	AU +61 ▼ 04	00 100 20	0					
Home Phone	au +61 🔻							
Phone (Other)	au +61 👻							
Home Address								

Step 5: Add a new event registration

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

Jer Prof	Back Donovan ile Status: Inactive	20 April 1994			
Profile Details	Activity	Orders/Transactions	Products	Documents & Notes	Accreditations
Memberships Add Event Registra	Events	Add-on Products			
Event Name	Organisatio	n Name	Event Participant ID	Product Name	Price

Step 6: Choose the event and product

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

Add an Event Registra	ation to Jenny Donovan			
Select an Event *	Event Name	Organisa	ition	
	Awards Night 2024	Silverwo	od Sports Association	
	Reselect Event			
Select Products *	Product Name	Price	Organisation	
	Awards Night 2024 - Standard Seating	\$ 50.00 AUD	Silverwood Sports Association	Î
	Edit Products			
How would you like to pa	ay?			
Payment option is Payment Mark as	t Gateway or Manually set Product	as Paid		
Unpaid Paid Proce	ess payment now			

Step 7: Review the information

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

Review items for th	is order				
Order Item Number	Product Name		Quantity	Price	Total Discouted Price
2828587	Awards Night 2024 - Standard Seating		1	\$ 50.00 AUD	\$ 50.00 AUD
Show 10 👻 Showing rows 1-1 of 1		K K 1	> >1		
S 50.00 AUD	and Processing Fee)				
					\mathbf{X}
Cancel					Proceed to Payme

Step 8: Make the payment

Enter payment information and click **PAY NOW**

	All Direct Debit			
Card number				
4444 3333 2222 1111	[VISA		
Expiry date (MM/YY)	Security code			
12 / 25	123	123		
Country				
Australia		~		
Power	Pay ed by stripe	Now		