

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

29/04/2025 3:52 pm AEST

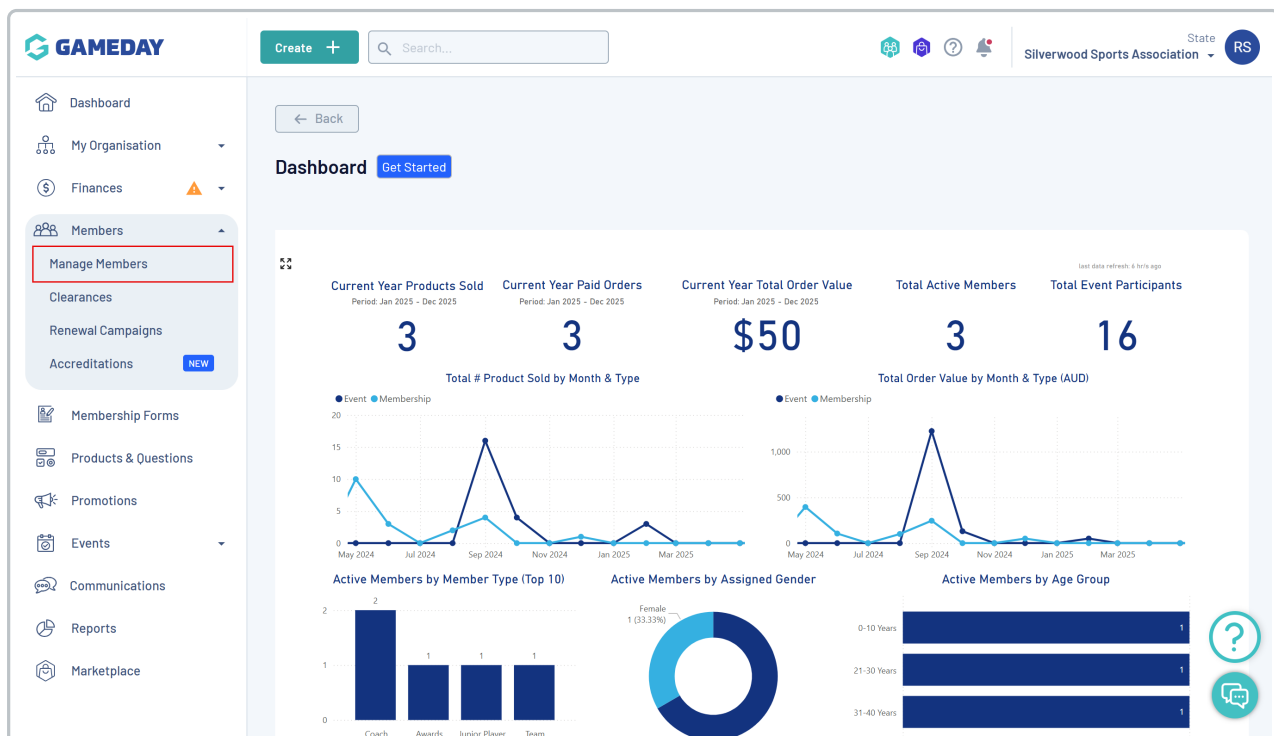
## Overview

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

Create +

Search...

Silverwood Sports Association

State

RS

Members

Member Profile Portal

Profile List

By Product

By Add-on Products

By Member Type

By Member Organisation

By Season

By Financial Status

Pending

Create New Member

All Genders at Birth

All Gender Identities

Search...

Settings

Download

Photo	Name	First Name	Last Name	Gender at Birth	Gender Identity	Date of Birth	
	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	View
	Adam Bates	Adam	Bates	Male	Male	01/06/2006	View
	Aiden Ormond	Aiden	Ormond	Male		01/08/2010	View
	Alan White	Alan	White	Male	Male	01/09/2000	View
	April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008	View

Feedback

### Step 3: Enter the core member details

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

Create +

Search...

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	Aaron Johnson	Aaron	Johnson	Male	Male	01/06/2016	View
	Adam Bates	Adam	Bates	Male	Male	01/06/2006	View
	Alan White	Alan	White	Male	Male	01/09/2000	View
	April Jones	April	Jones	Female	Non-binary/gender fluid	09/04/2008	View
	Azalea Tanoak	Azalea	Tanoak			11/07/1978	View
	Bella Rossi	Bella	Rossi			12/04/2018	View
	Belle Allsop	Belle	Allsop			21/02/1986	View
	Ben Hollands	Ben	Hollands			18/06/2009	View
	Billy Gorman	Billy	Gorman	Male	Male	01/05/2001	View

Feedback

Create New Member

Profile Image

First Name \*

Jenny

Last Name \*

Donovan

Birth Date \*

20/04/1994

Gender

Female

Mobile Phone \*

+61 040 010 020

Email \*

jenny@email.com

Organisation

Silverwood Sports Association

Cancel

Save

#### Step 4: Open the Products tab

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

The screenshot shows the profile of Jenny Donovan, born 20 April 1994, with an active profile status. The 'Products' tab is highlighted with a red box. The profile includes a 'Basic Details' section with fields for Legal Name, DOB, Gender, Email, Mobile Phone, Home Phone, and Phone (Other). A 'Feedback' button is visible on the right side of the profile.

Basic Details	Parents/Guardian Details	Emergency/Medical Details	Preferences	Other
Legal Name *	Jenny Donovan			
DOB (Age) *	20/04/1994 (31)			
Gender	Female			
Email	jenny@email.com			
Mobile Phone *	AU +61 0400 100 200			
Home Phone	AU +61			
Phone (Other)	AU +61			

#### Step 5: Add a new event registration

Click the **ADD EVENT REGISTRATION** button

The screenshot shows the profile of Event Entrant, born 1 December 2011, with an active profile status. The 'Events' tab is highlighted. The 'Add Event Registration' button is highlighted with a red box. The profile includes a 'Basic Details' section with fields for Event Name, Organisation Name, Event Participant ID, Product Name, Price, Quantity, Order Status, and Action(s). A 'Feedback' button is visible on the right side of the profile.

Event Name	Organisation Name	Event Participant ID	Product Name	Price	Quantity	Order Status	Action(s)
No Data							

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

×

### Add an Event Registration to Event Entrant

Select an Event \*

Event Name

Organisation

Affiliate Conference

GameDay Training

Reselect Event

Select Products \*

Product Name	Price	Organisation	
DISCOUNT CORPORATE RATE	\$ 10.00 AUD	GameDay Training	

Edit Products

#### How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

Unpaid

Paid

Process payment now

Next

7. 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
2124886	DISCOUNT CORPORATE RATE	1	\$ 10.00 AUD	\$ 10.00 AUD

Show 10

Showing rows 1-1 of 1

<

1

>

Total Price (Inclusive of Transaction and Processing Fee)

\$ 10.00 AUD

Cancel

Proceed to Payment

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

×

Make a Payment

Total due: \$ 10.00 AUD

Pay with card

VISA

Mastercard

Card Number

.....

Expiration Date (MM/YY)

MM/YY

CVV (3 digits)

...

Cancel

Pay Now

Step-