

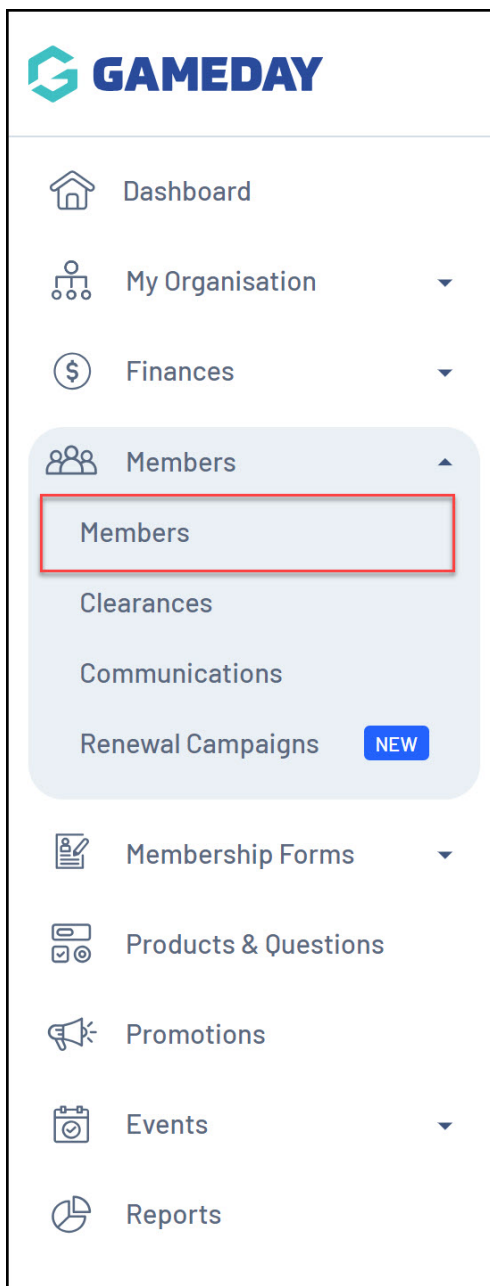


How do I apply an Add-on Product to an existing member?

Last Modified on 15/01/2024 10:32 am AEDT

As an administrator of GameDay, you are able to manually apply an add-on product to an existing member record through the back-end admin portal.

1. From your GameDay Dashboard, open the **Members** menu and click **MEMBERS**



2. Select the **VIEW** button next to the desired member

Aaron Ferguson Aaron Ferguson Male Male 29/07/1994 **View**

3. Click the **ADD-ON PRODUCTS** tab

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

Basic Details Parents/Guardians & Family Emergency/Medical Details Preferences Other

Legal Name * Aaron Ferguson

Age * 29/07/1994 ▼

Gender Male ▼

Gender Identity Male ▼

4. Click the **ADD ADD-ON PRODUCTS** button

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

Add Add-On Products All Organisations ▼ All Product Owners ▼

5. Click **ADD PRODUCTS**

Add Add-On Products to Aaron Ferguson

Add-On Products to add Select organisation *

GameDay Training ▼

Add Products

6. Tick the checkbox next to the Add-on Product you wish to add, then click **ADD**

Search ✕

🔍 Add Products

	Name	Price	Organisation
<input checked="" type="checkbox"/>	GameDay Cap	\$ 5.00 AUD	GameDay Training
<input type="checkbox"/>	Cap	\$ 15.00 AUD	GameDay Training
<input type="checkbox"/>	Club Jersey	\$ 0.00 AUD	GameDay Training
<input type="checkbox"/>	Event Tshirt	\$ 10.00 AUD	GameDay Training
<input type="checkbox"/>	Hoodie	\$ 0.00 AUD	GameDay Training

Show 5 ▼

⏪
⏴
1
2
⏵
⏩

Showing rows 1-5 of 7

Cancel
Add

7. Select a **PRODUCT ATTRIBUTE** (if required)

✕

Add Add-On Products to Aaron Ferguson

Add-On Products to add

Select organisation *

GameDay Training
▼

Product Name	Price	Organisation	
GameDay Cap	\$ 5.00 AUD	GameDay Training	🗑️

Edit Products

Please select a value for Colour (Default) - GameDay Cap *

Green
▼

-
1
+

Min: 1

8. Select the **PROCESS PAYMENT NOW** option, then click **NEXT**

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

Unpaid Paid **Process payment now**

Cancel **Next**

9. Review the transaction details, then click **PROCEED TO PAYMENT**

Review items for this order

Order Item Number	Product Name	Quantity	Price	Total Discounted Price	Promotion
2137236	GameDay Cap	1	\$ 5.00 AUD	\$ 5.00 AUD	

Show 10
 Showing rows 1-1 of 1

Total Price (Inclusive of Transaction and Processing Fee)


\$ 5.00 AUD

Cancel **Proceed to Payment**

10. Enter payment information, then click **PAY NOW**

Make a Payment

Total due: \$ 5.00 AUD

Pay with card 

Card Number

.....

Expiration Date (MM/YY)

MM/YY

CVV (3 digits)

...

Cancel **Pay Now**

Related Articles