

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

29/04/2025 11:56 am AEST

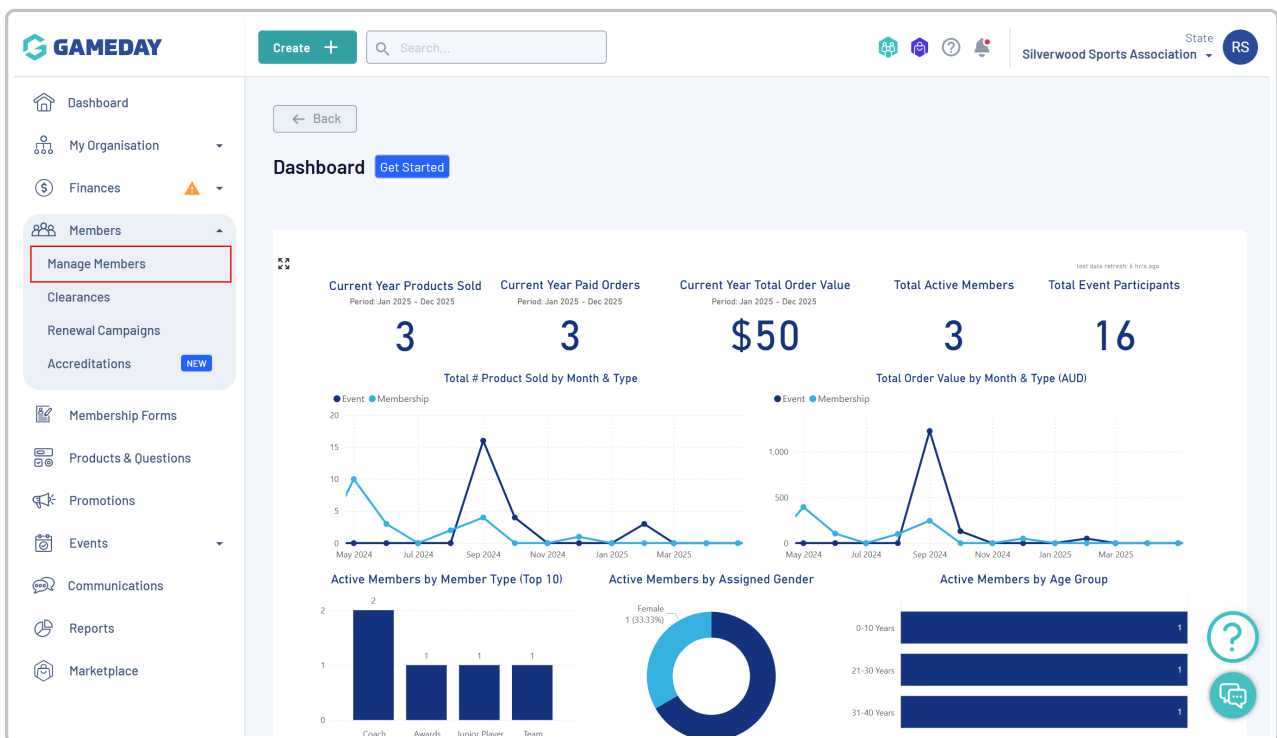
Overview

As an administrator of GameDay, you are able to manually apply an **Add-on Product** to an existing member profile through the back-end admin portal.

Step-by-Step

Step 1: Open your member profile list

In the left-hand menu, open the **Members** menu and click **MANAGE MEMBERS**



Step 2: View the relevant member profile

Find the applicable member and click **VIEW**

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...

Photo	Name	First Name	Last Name	Gender at Birth	Gender Identity	Date of Birth	View
	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

Step 3: Open the member's product page

On the member record, click the **PRODUCTS** tab

Aaron Johnson 1 June 2016

Profile Status: Active

Account Email: [Redacted]

Profile Details | Activity | Orders/Transactions | **Products** | Documents & Notes | Accreditations

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

Legal Name * Aaron Johnson

DOB (Age)* 01/06/2016 (8)

Gender Male

Email aaron@email.com

Mobile Phone * AU +61 0400 100 200

Home Phone AU +61 (03)9000 8000

Phone (Other) AU +61 0400 100 200

Step 4: Open the Add-on Products list

Click the **ADD-ON PRODUCTS** tab to open the member's Add-on Products history

Member Profile: Aaron Johnson (1 June 2016), Profile Status: Active

Account Email: [Redacted]

Navigation: Profile Details, Activity, Orders/Transactions, **Products**, Documents & Notes, Accreditations

Sub-navigation: Memberships, Events, **Add-on Products**

Buttons: Add Registration, Active, All Member Organisations, All Product Owner Organisations

Member Organisation	Product Owner Organisation	Product Name	Price	Start Date	End Date	
Koalas	Koalas	Koalas Junior Club Membership Fee - 12 Months	\$ 45.00 AUD	11 September 2024 (AEST)	12 September 2025	View Payment

Showing 10 | Showing 1-1 of 1

Step 5: Add a new product to the member profile

Click the **ADD ADD-ON PRODUCTS** button to begin the process of assigning the product to the member

Member Profile: Aaron Johnson (1 June 2016), Profile Status: Active

Account Email: [Redacted]

Navigation: Profile Details, Activity, Orders/Transactions, **Products**, Documents & Notes, Accreditations

Sub-navigation: Memberships, Events, Add-on Products

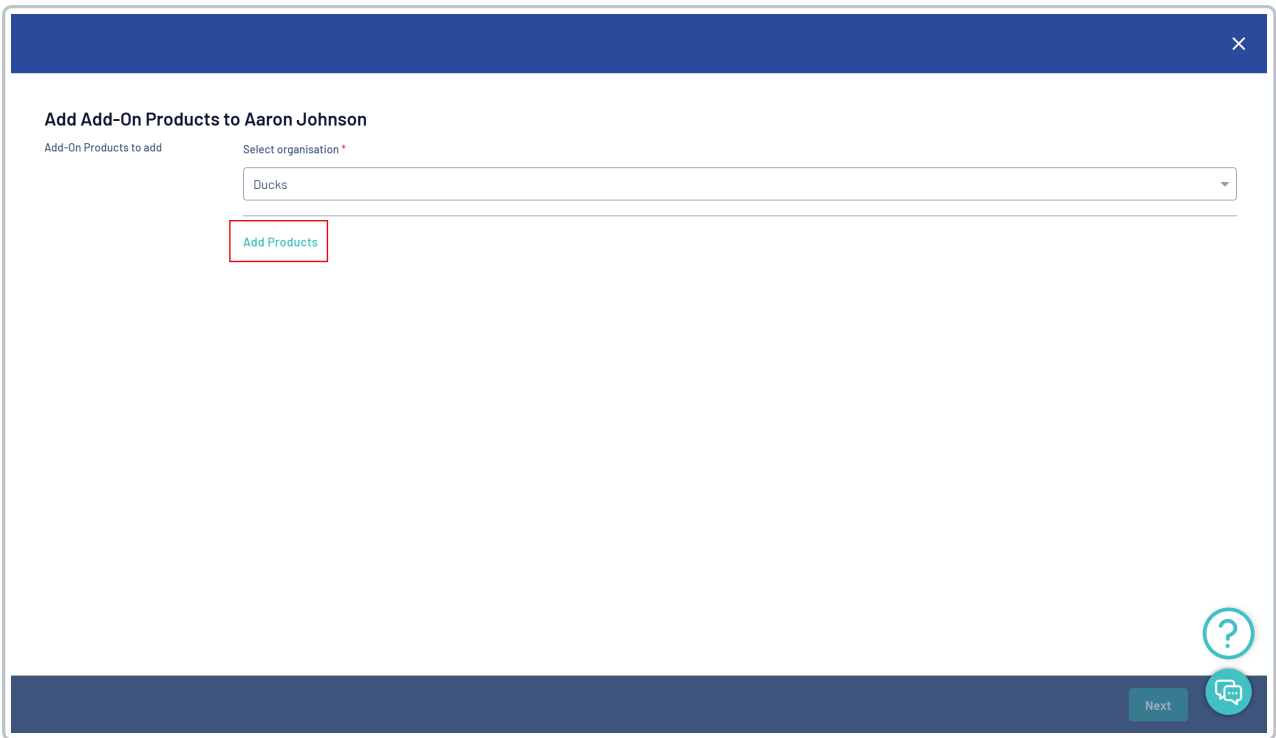
Buttons: Add Add-On Products, All Organisations, All Product Owners

Organisation Name	Source	Product Owner	Product Name	Product Sub Type	Product Attribute	Price	Quantity	Order Stat
Ducks	Membership Form	Silverwood Sports Association	Club Donation - \$25	Donations		\$ 25.00 AUD	1	Paid View Payment
Ducks	Membership Form	Ducks	Ducks Cap	Physical Goods	Colour (Default): Black	\$ 9.00 AUD	3	Paid View Payment

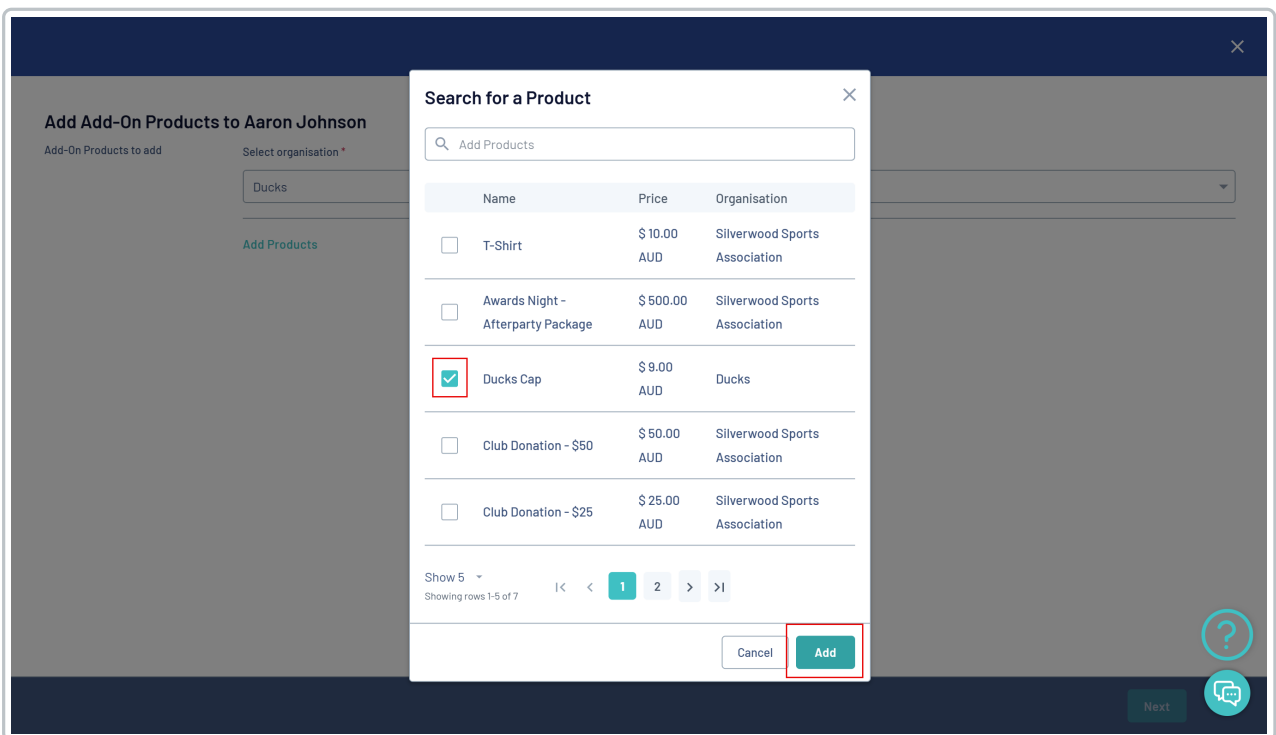
Showing 10 | Showing rows 1-2 of 2

Step 6: Select the Add-on Product you want to assign

Click the **ADD PRODUCTS** button



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



Step 7: Assign the attributes and quantity of the purchase

Select a **PRODUCT ATTRIBUTE** and **QUANTITY** (if applicable)

Add Add-On Products to Aaron Johnson

Add-On Products to add Select organisation *

Ducks

Product Name	Price	Organisation
Ducks Cap	\$ 9.00 AUD	Ducks

[Edit Products](#)

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

Yellow Min: 1 | Max: 3

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

Step 8: Specify how you would like to pay

Select the **PROCESS PAYMENT NOW** option, then click **NEXT** to pay online

Add Add-On Products to Aaron Johnson

Add-On Products to add Select organisation *

Ducks

Product Name	Price	Organisation
Ducks Cap	\$ 9.00 AUD	Ducks

[Edit Products](#)

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

Yellow Min: 1 | Max: 3

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

Step 9: Review the order details

Review the order details to make sure they're correct, then click **PROCEED TO PAYMENT**

Review items for this order

Order Item Number	Product Name	Quantity	Price	Total Discounted Price	Promotion
2819112	Ducks Cap	1	\$ 9.00 AUD	\$ 9.00 AUD	

Showing rows 1-1 of 1

Total Price (Inclusive of Transaction and Processing Fee)
\$ 9.00 AUD

Cancel Proceed to Payment

Step 10: Complete payment

Enter the payment information, then click **PAY NOW**

Make a Payment
Total due: \$ 9.00 AUD

Card AU Direct Debit

Card number
1234 1234 1234 1234

Expiry date Security code
MM / YY CVC

Country
Australia

Pay Now

Powered by stripe

Cancel Pay Now

Watch

Your browser does not support HTML5 video.
