How do I apply an Add-on Product to an existing member?
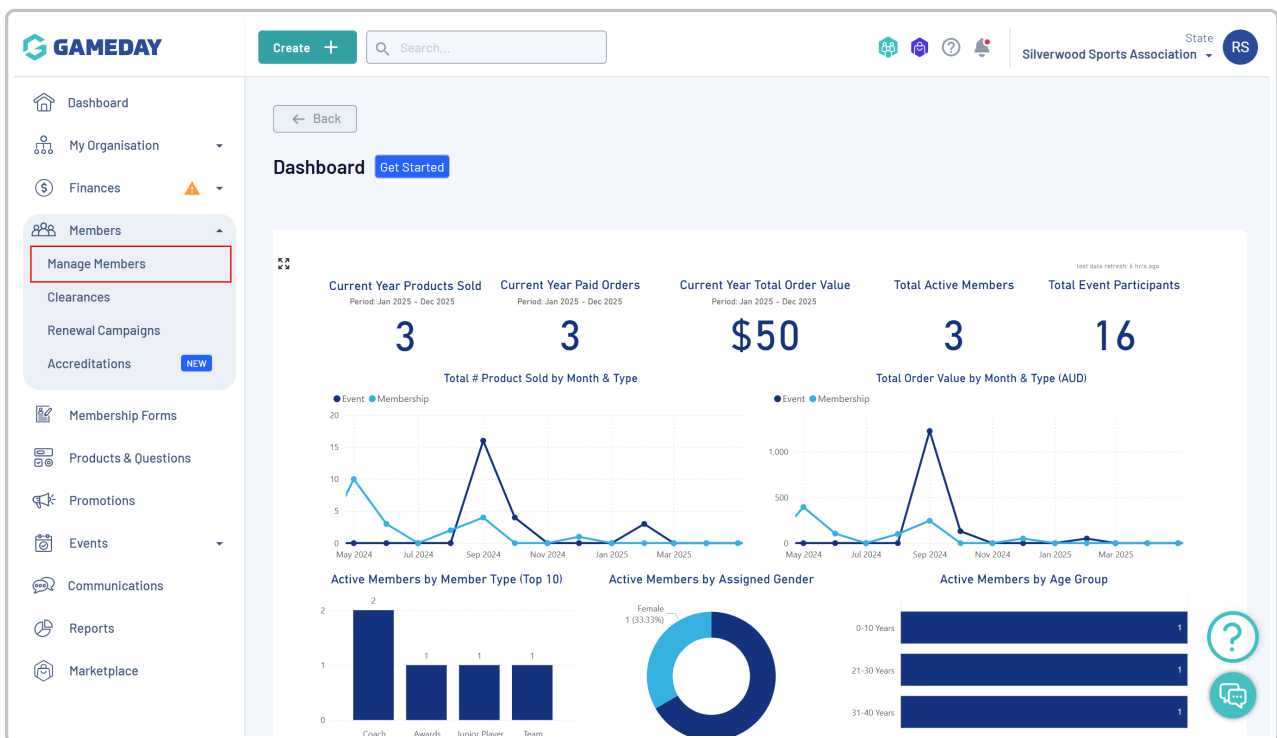
29/04/2025 11:56 am AEST

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**

Step 3: Open the member's product page

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

Step 4: Open the Add-on Products list

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

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

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

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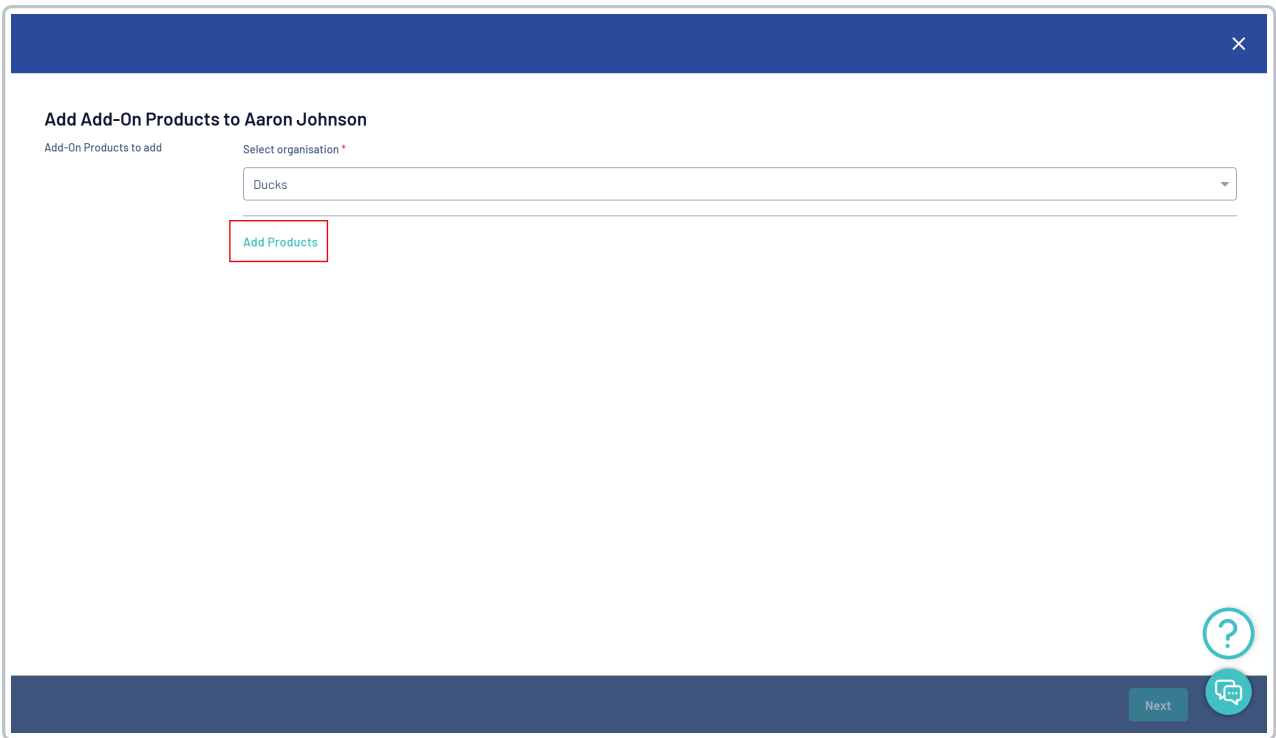
Tick the checkbox next to the Add-on Product you wish to assign, then click **ADD**

Step 7: Assign the attributes and quantity of the purchase

Select a **PRODUCT ATTRIBUTE** and **QUANTITY** (if applicable)
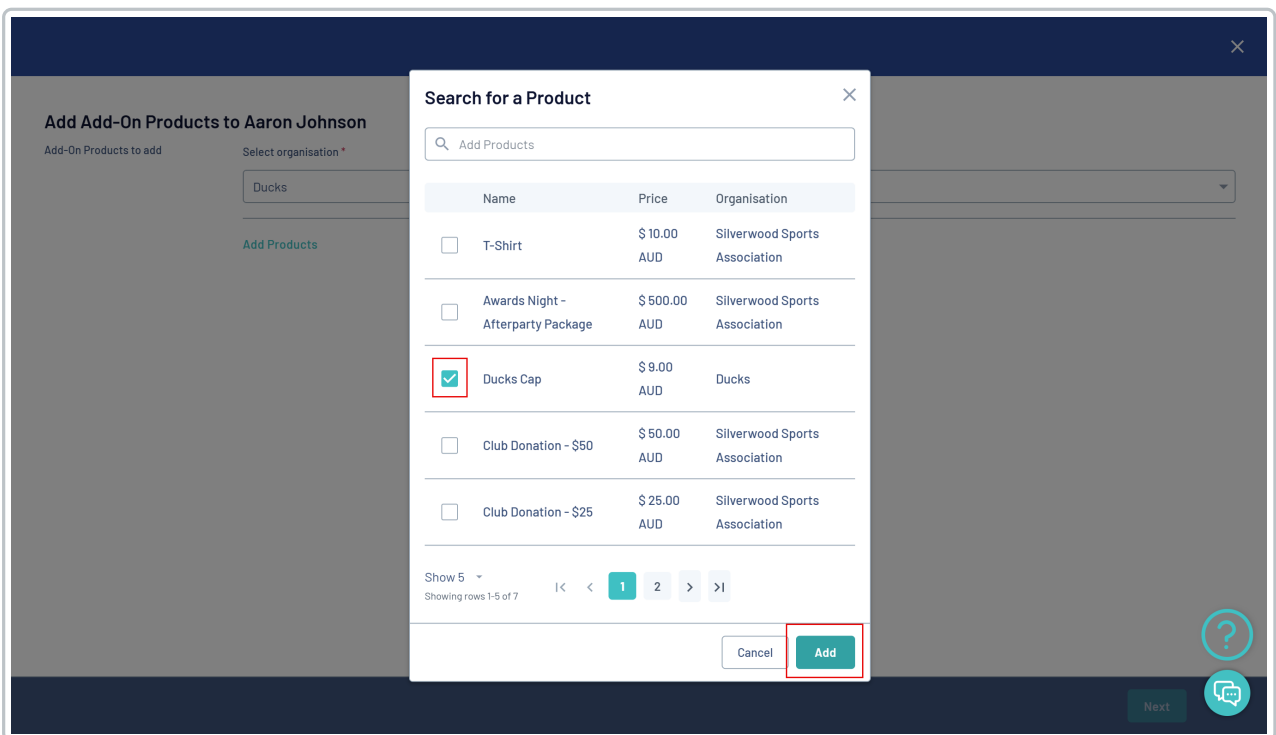
Step 8: Specify how you would like to pay

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

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 Discouted Price	Promotion
2819112	Ducks Cap	1	$ 9.00 AUD	$ 9.00 AUD	

Show 10 ▾
Showing rows 1-1 of 1

|<   <   **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   VISA ● AMEX

Expiry date   Security code

MM / YY   CVC

Country

Australia ▾

Pay Now

Powered by **stripe**

Cancel   Pay Now

Watch

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