How do I apply a Shop Product to an existing member?

07/08/2025 3:18 pm AEST

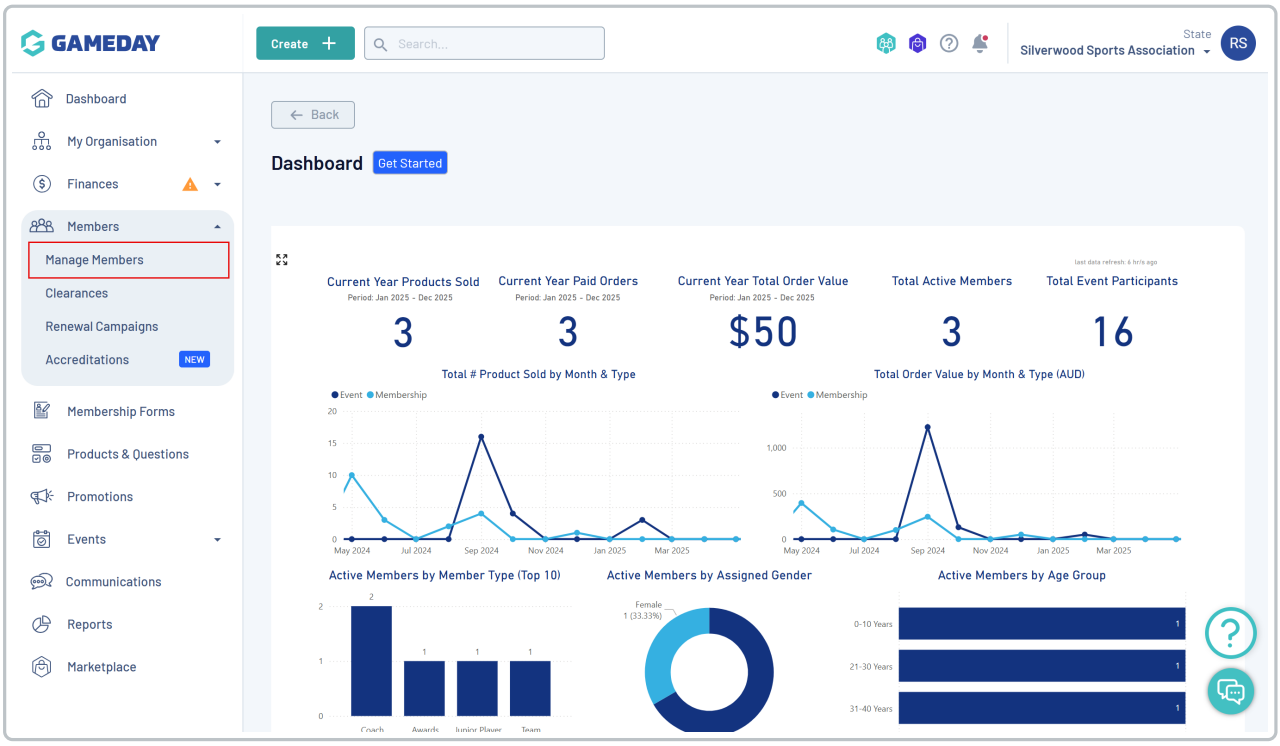
Overview

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

Step-by-Step

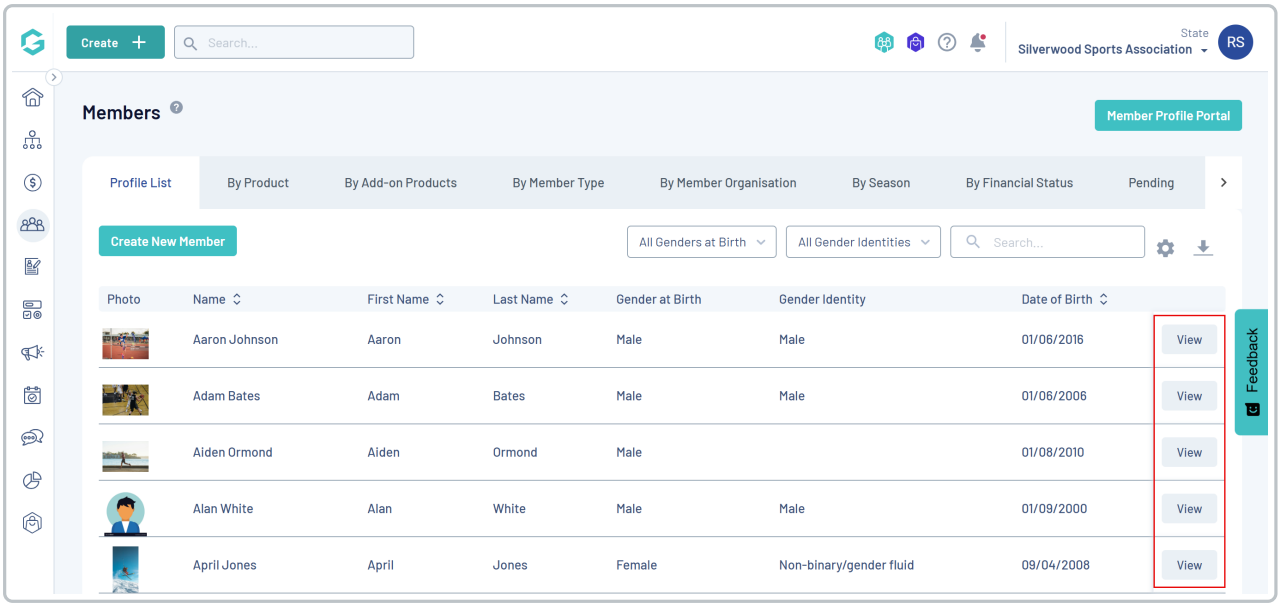
Step 1: Open your member profile list

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



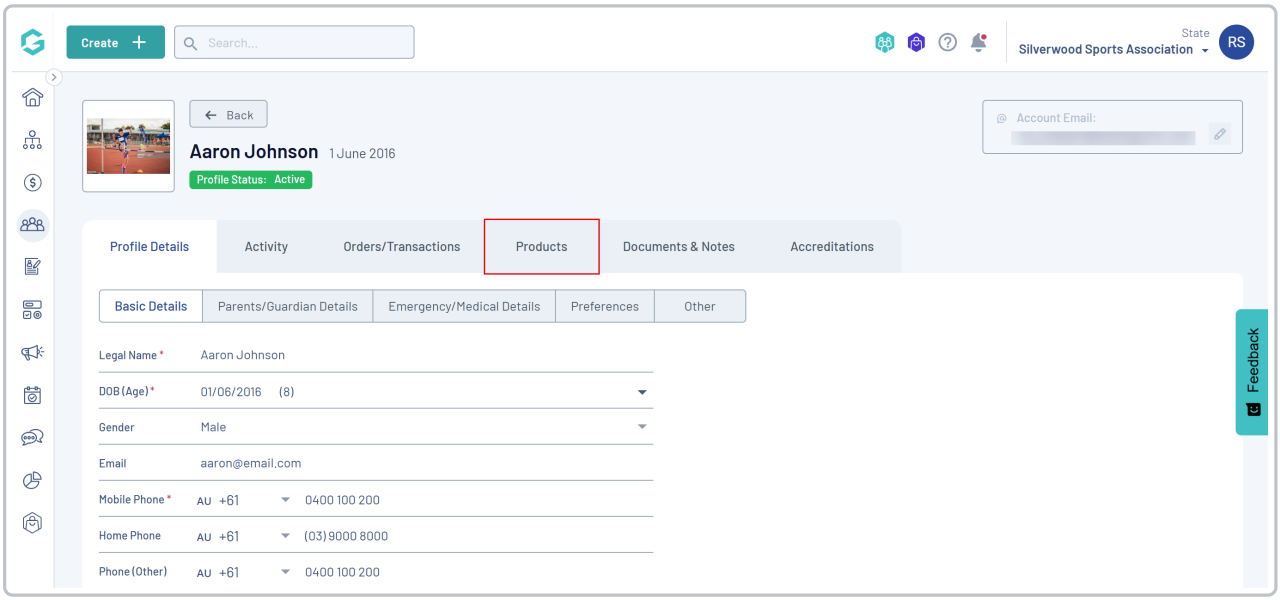
Step 2: View the relevant member profile

Find the applicable member and click **VIEW**



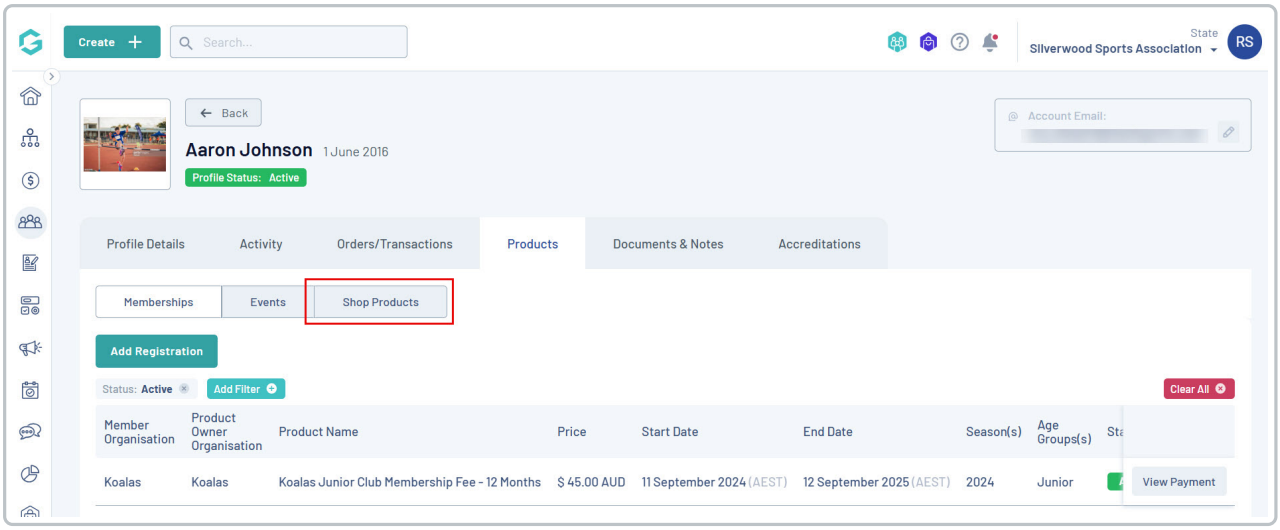
Step 3: Open the member's product page

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



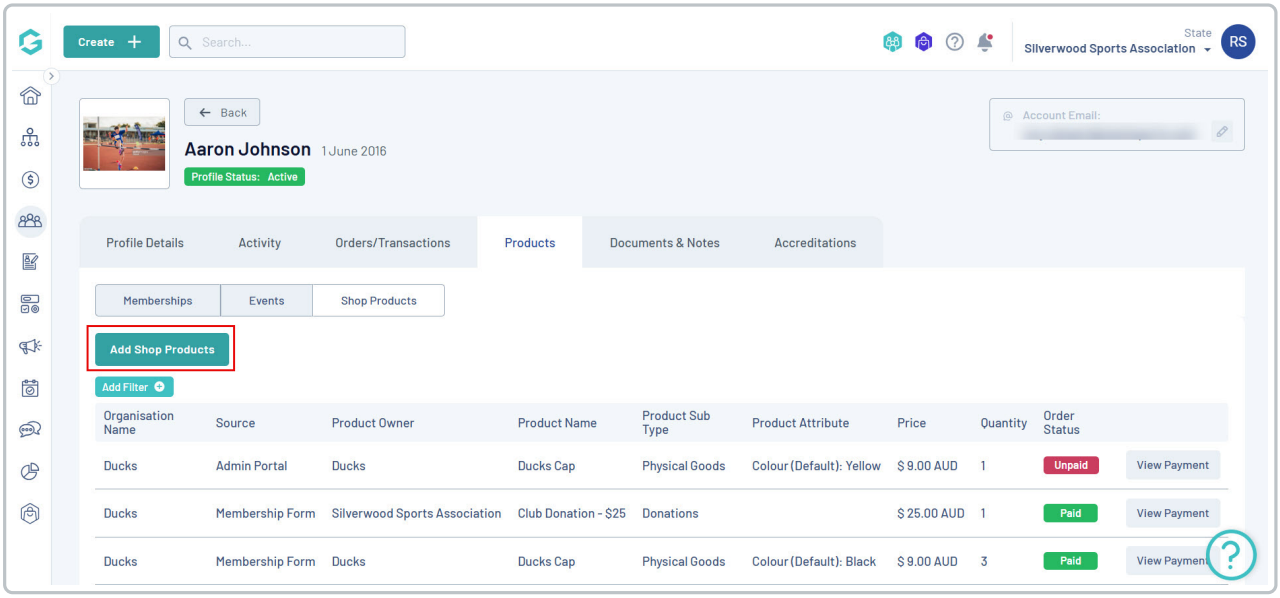
Step 4: Open the Shop Products list

Click the **SHOP PRODUCTS** tab



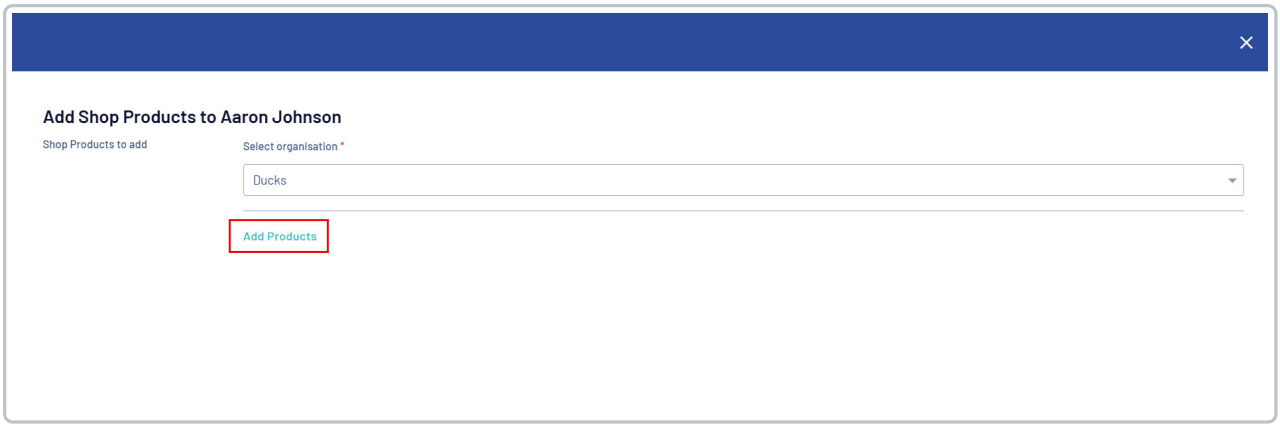
Step 5: Add a new product to the member profile

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

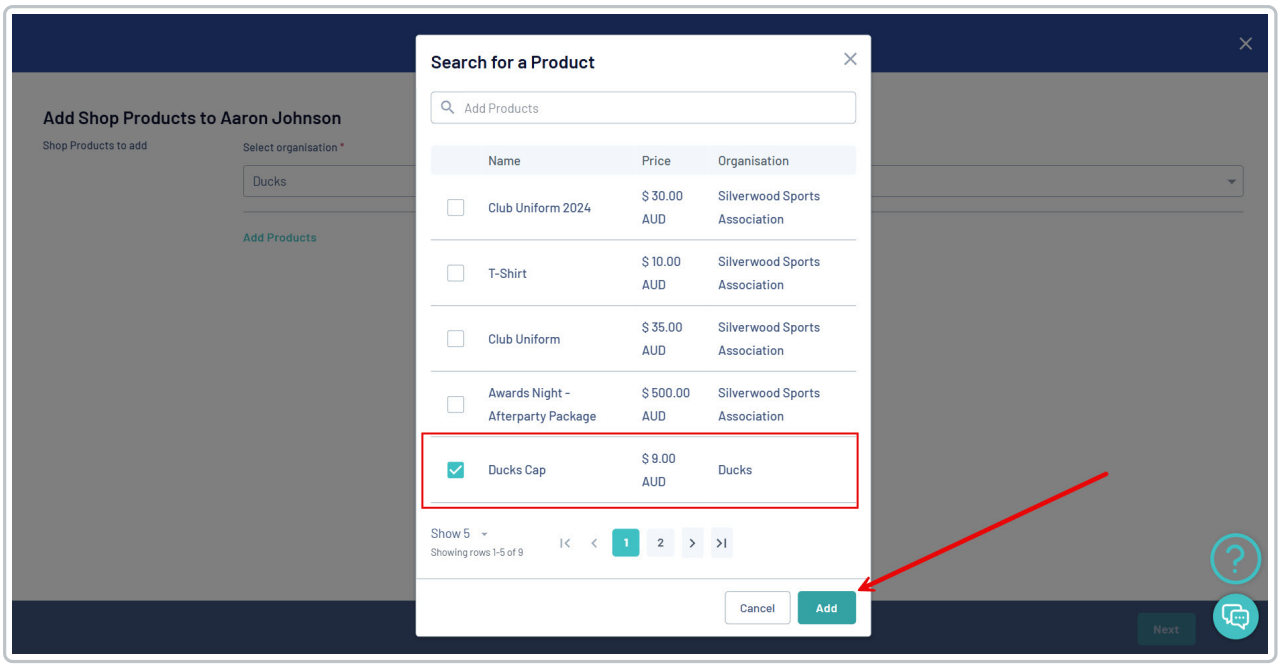


Step 6: Select the Shop Product you want to assign

Click the **ADD PRODUCTS** button

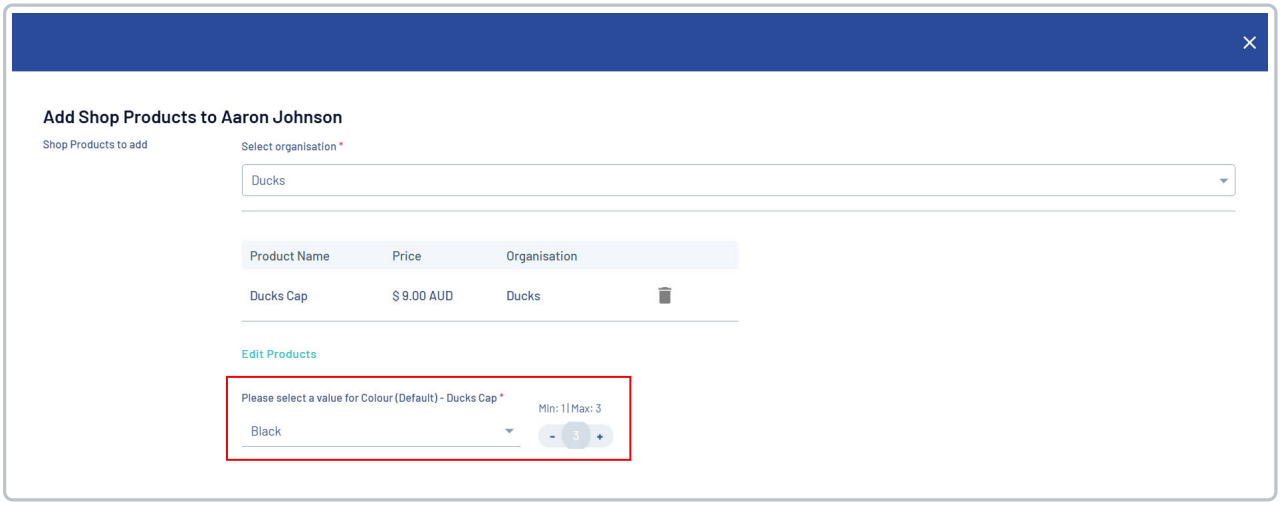


Tick the checkbox next to the Shop Product you wish to assign, then click **ADD**



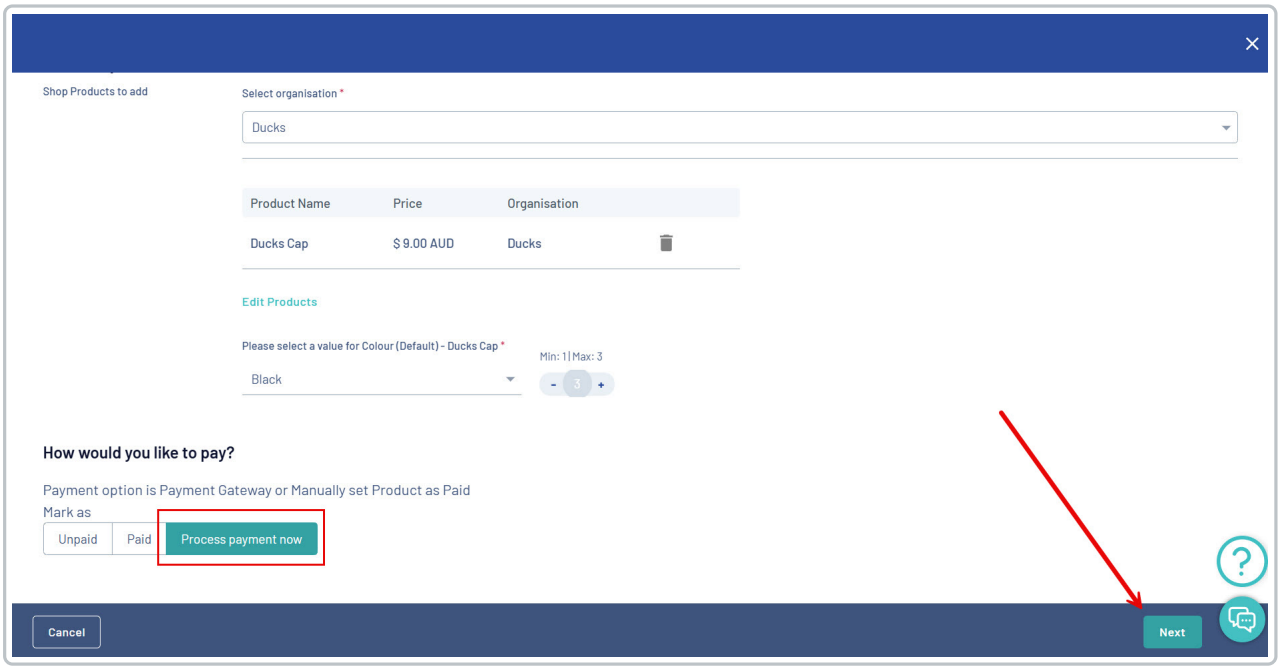
Step 7: Assign the attributes and quantity of the purchase

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



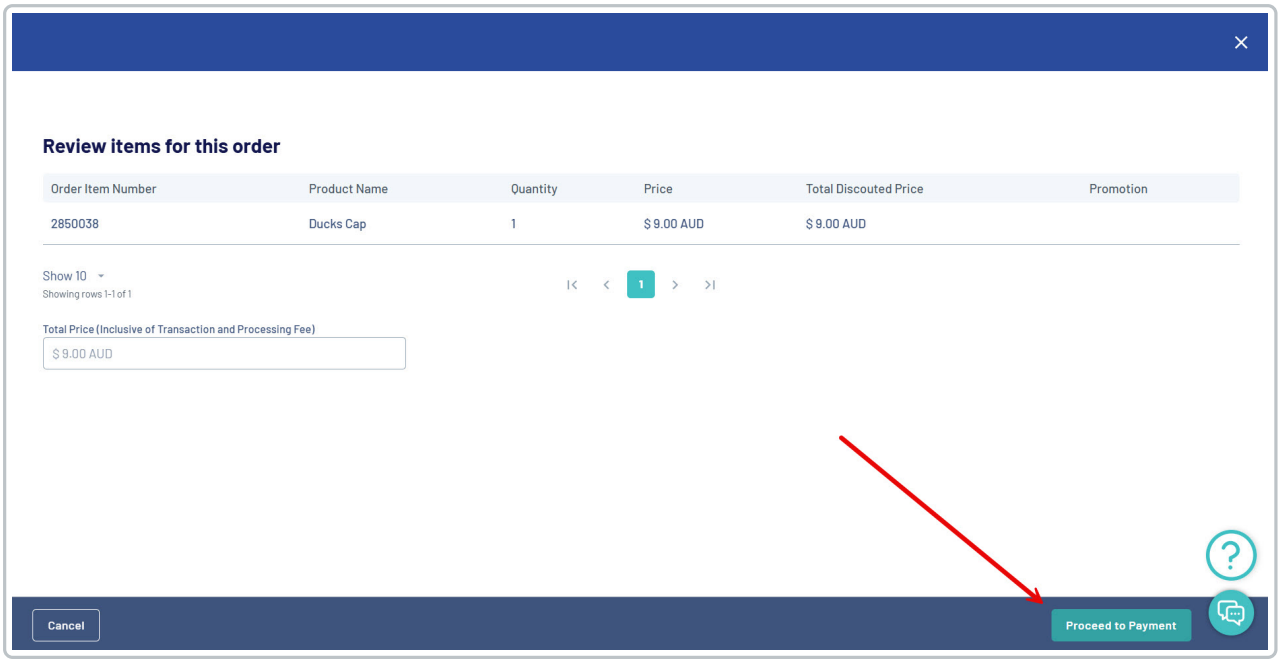
Step 8: Specify how you would like to pay

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



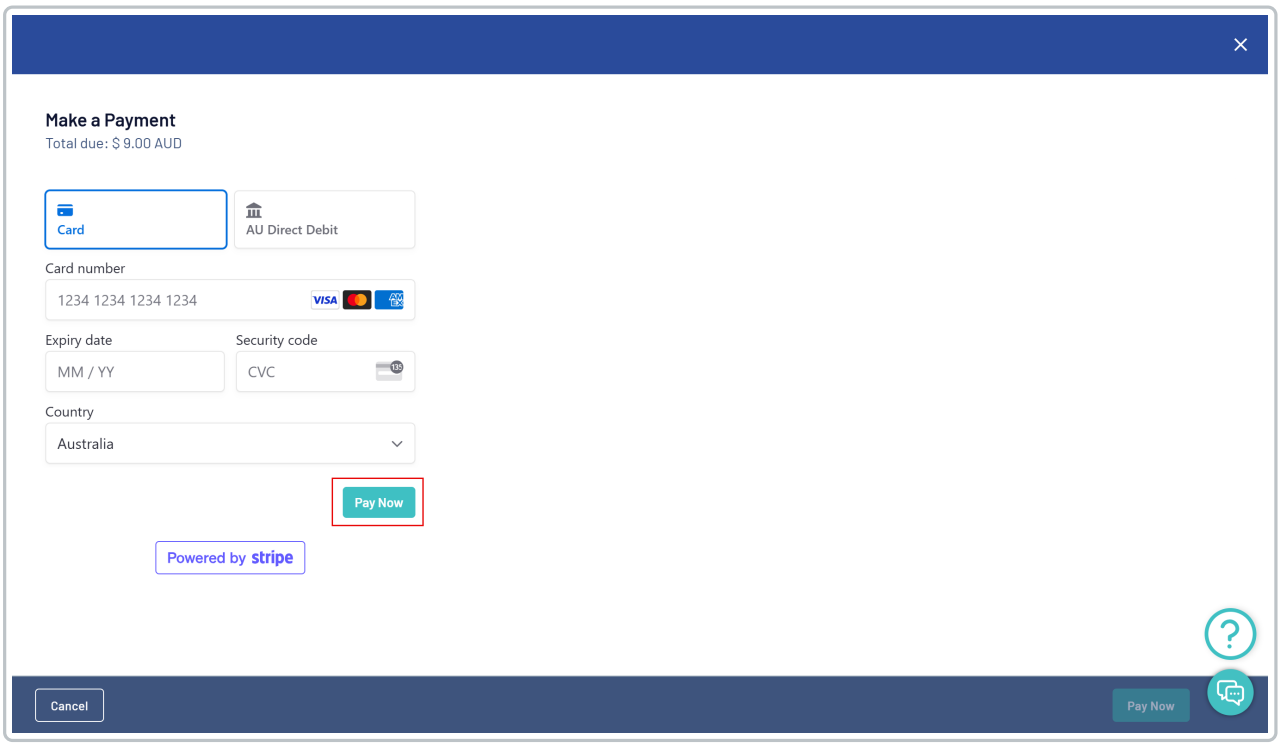
Step 9: Review the order details

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



Step 10: Complete payment

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



Watch

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