



How do I create and link Age Groups?

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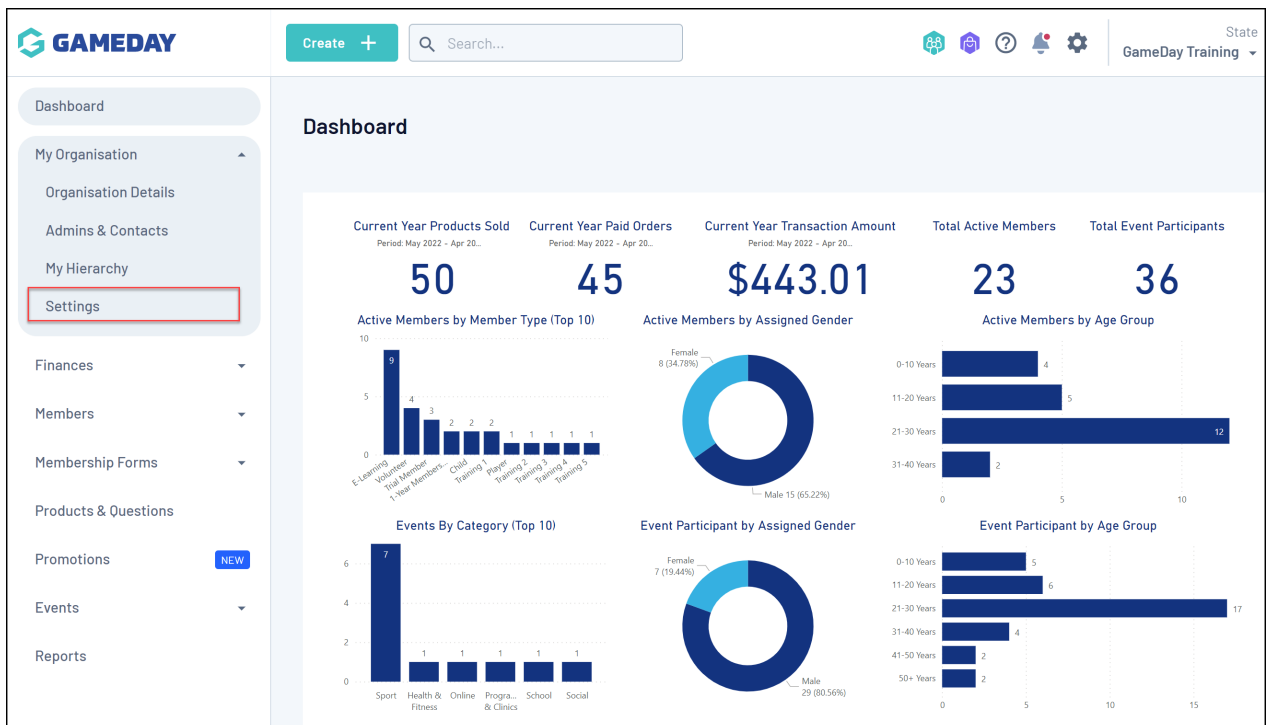
Age Groups provide administrators with a way to link date of birth ranges to specific Seasons and, in turn, to specific Products that are purchased through GameDay registration forms. The following guide will walk you through the process of creating your custom Age Groups, tying them to a Season and defining the date of birth ranges, and assigning the Season to a Product.

The result should be that any members who register to your organisation purchasing any Products tied to this process will be assigned an Age Group within GameDay based on the date of birth provided upon registration.

Create Age Groups

To create a new Age Group:

1. In the left-hand menu, open the **My Organisation** menu and click **SETTINGS**



2. Click the **AGE GROUPS** tab

Settings

Seasons | Member Types | ID Management **NEW**

Seasons | **Age Groups**

Create Season | Select organisation | Active | 202

Season Name	Start Date	End Date	Organisation	Status	Action(s)
2021 Season	1 January 2021 (AEDT)	31 December 2021 (AEDT)	PVT National Body	Active	
2021 - State	1 January 2021 (AEDT)	31 December 2021 (AEDT)	GameDay Training	Active	Edit
2023-24 Summer	30 September 2023 (AEST)	31 March 2024 (AEDT)	GameDay Training	Active	Edit
2023 Winter	1 April 2023 (AEDT)	30 September 2023 (AEST)	GameDay Training	Active	Edit
2024 Winter	1 April 2024 (AEDT)	30 September 2024 (AEST)	GameDay Training	Active	Edit
2022-23 Summer	1 October 2022 (AEST)	31 March 2023 (AEDT)	GameDay Training	Active	Edit

3. Click the **CREATE NEW AGE GROUP** button

Settings

Seasons | Member Types | ID Management **NEW**

Seasons | **Age Groups**

Create Age Group | Active | Type to search

Age Group Name	Status	Action(s)
Age 18	Active	Edit
Age 17	Active	Edit

Show 10 | Showing rows 1-2 of 2 | 1

4. Enter a Name and Description (optional), then click **CREATE**

Create New Age Group ✕

Age Group Name *

Description

Cancel
Create

These will then be listed on the **Age Groups** tab, as below

Create +

State
GameDay Training ▾

Dashboard

My Organisation ▾

- Organisation Details
- Admins & Contacts
- My Hierarchy
- Settings
- Finances ▾
- Members ▾
- Membership Forms ▾
- Products & Questions
- Promotions NEW
- Events ▾
- Reports

Settings

Seasons
Member Types
ID Management NEW

Seasons
Age Groups

Create Age Group

Active ▾

Age Group Name	Status	Action(s)
Age 18	Active	Edit
Age 17	Active	Edit
Age 16	Active	Edit

Show 10 ▾
Showing rows 1-3 of 3

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Link Age Groups to a Season

You will then need to attach your Age Groups to a **Season** and apply a current date range. To link your Age Groups to a Season:

1. Toggle back to the **SEASONS** tab

GAMEDAY Create + Search... State GameDay Training

Dashboard

My Organisation

- Organisation Details
- Admins & Contacts
- My Hierarchy
- Settings**

Finances

Members

Membership Forms

Products & Questions

Promotions **NEW**

Events

Reports

Settings

Seasons Member Types ID Management **NEW**

Seasons Age Groups

Create Age Group Active Type to search

Age Group Name	Status	Action(s)
Age 18	Active	Edit
Age 17	Active	Edit
Age 16	Active	Edit

Show 10 Showing rows 1-3 of 3

2. Find the Season you want to attach your Age Groups to, and click **EDIT**

GAMEDAY Create + Search... State GameDay Training

Dashboard

My Organisation

- Organisation Details
- Admins & Contacts
- My Hierarchy
- Settings**

Finances

Members

Membership Forms

Products & Questions

Promotions **NEW**

Events

Reports

Settings

Seasons Member Types ID Management **NEW**

Seasons Age Groups

Create Season Select organisation Active 2023

Season Name	Start Date	End Date	Organisation	Status	Action(s)
2023-24 Summer	30 September 2023 (AEST)	31 March 2024 (AEDT)	GameDay Training	Active	Edit
2023 Winter	1 April 2023 (AEDT)	30 September 2023 (AEST)	GameDay Training	Active	Edit
2023 Term 1	1 January 2023 (AEDT)	30 April 2023 (AEST)	GameDay Training	Active	Edit
2023	1 January 2023 (AEDT)	31 December 2023 (AEDT)	GameDay Training	Active	Edit

Show 10 Showing rows 1-4 of 4

3. Click the **RELATED AGE GROUPS** tab

The screenshot shows the GAMEDAY web application interface. On the left is a navigation menu with items like Dashboard, My Organisation, Finances, Members, Membership Forms, Products & Questions, Promotions, Events, and Reports. The main content area is titled '2023' and has an 'Active' status. There are two tabs: 'Season Details' and 'Related Age Groups', with the latter highlighted by a red box. Below the tabs is a form with three fields: 'Name' (containing '2023'), 'Season Start Date' (set to '1 January 2023 (AEDT)'), and 'Season End Date' (set to '31 December 2023 (AEDT)').

4. Click the **ADD AN AGE GROUP** button

This screenshot shows the same GAMEDAY interface but with the 'Related Age Groups' tab selected. The table area is empty, displaying the message 'No Related Age Groups to display'. At the bottom of the table area, there is a teal button labeled 'Add an Age Group', which is highlighted with a red box. The table header shows columns for 'Delete', 'Age Groups', 'DOB Start Date', and 'DOB End Date'.

5. Select an existing Age Group, and apply a **DOB START/END DATE** to each one

2023
Active

Season Details | **Related Age Groups**

Delete	Age Groups	DOB Start Date	DOB End Date
	Select Age Group * Age 18	DOB Start Date * 01 Jan 2005	DOB End Date * 31 Dec 2005
	Select Age Group * Age 17	DOB Start Date * 01 Jan 2006	DOB End Date * 31 Dec 2006
	Select Age Group * Age 16	DOB Start Date * 31 Jan 2007	DOB End Date * 31 Dec 2007

Add an Age Group

Link a Season to a Product

Finally, you'll need to attach your Season to one or more Products in order to ensure members who purchase these Products are allocated to the correct Season and Age Groups. To link your Season to a Product:

1. On the left-hand menu, click **PRODUCTS & QUESTIONS**

2023
Active

Season Details | Related Age Groups

Delete	Age Groups	DOB Start Date	DOB End Date
	Select Age Group * Age 18	DOB Start Date * 01 Jan 2005	DOB End Date * 31 Dec 2005
	Select Age Group * Age 17	DOB Start Date * 01 Jan 2006	DOB End Date * 31 Dec 2006
	Select Age Group * Age 16	DOB Start Date * 31 Jan 2007	DOB End Date * 31 Dec 2007

Add an Age Group

2. Click **CREATE NEW PRODUCT**

The screenshot shows the GAMEDAY web application interface. On the left is a navigation menu with items like Dashboard, My Organisation, Finances, Members, Membership Forms, Products & Questions (highlighted), Promotions, Events, and Reports. The main content area is titled 'Products & Questions' and has three tabs: 'Products', 'Product Attributes', and 'Questions'. The 'Products' tab is active, and a 'Create New Product' button is highlighted with a red box. Below the tabs is a filter bar with 'All Product Types', 'Active', and a search field containing '2023'. A table below displays product information:

Product Name	Product Type	Product Sub Type	Price	Payment	Owner	Status	Action(s)
2023 Membership Fee	Membership	N/A	\$ 50.00 AUD	Payment Gateway or Manually set Product as Paid	GameDay Training	Active	Edit

At the bottom of the table, it says 'Show 5 Showing rows 1-1 of 1' and includes pagination controls.

NOTE: Please do not use the same Product across multiple different Seasons. If you are rolling over from one season to the next, you must add a new Product, or clone an existing product. Using the same Product for multiple different seasons can affect the quality of your historical reporting and identification of dependencies on registration forms.

3. On the first page of the Product setup wizard, select the relevant Season that this Product will apply to using the **ASSIGN SEASONS** field

1 Basic Settings 2 Display Rules 3 Review

Membership ends from * Specific End Date 31/12/2023 (AEDT)

Grants member type * Participant

Add Member Types

Assign Seasons * 2023

Available to purchase from 01/01/2023 (AEDT)

until End Date 31/12/2023 (AEDT)

Status * Active

Cancel Back Continue

4. Continue through the setup wizard and click **CONFIRM AND SAVE** once complete

Basic Settings Display Rules Review

Please review your products details

Product Details

Product Type	Membership
Product Name	2023 Membership Registration
Price	\$ 100.00 AUD Inc GST
Payment option is	Payment Gateway Only
Membership starts from	Specific Start Date 01/01/2023 (AEDT)
Membership ends from	Specific End Date 31/12/2023 (AEDT)
Grants member type	Participant
Assign Seasons	2023
Available to purchase from	01/01/2023 (AEDT) - 31/12/2023 (AEDT)
Status	Active

Cancel Back Confirm and Save

Now that you have completed the linkages between Age Groups, Season, and Products, any member that purchases this Product (or any other Product that you assign the same Season to) will be automatically allocated into an Age Group based on their date of birth.

Related Articles