



Create Age Groups

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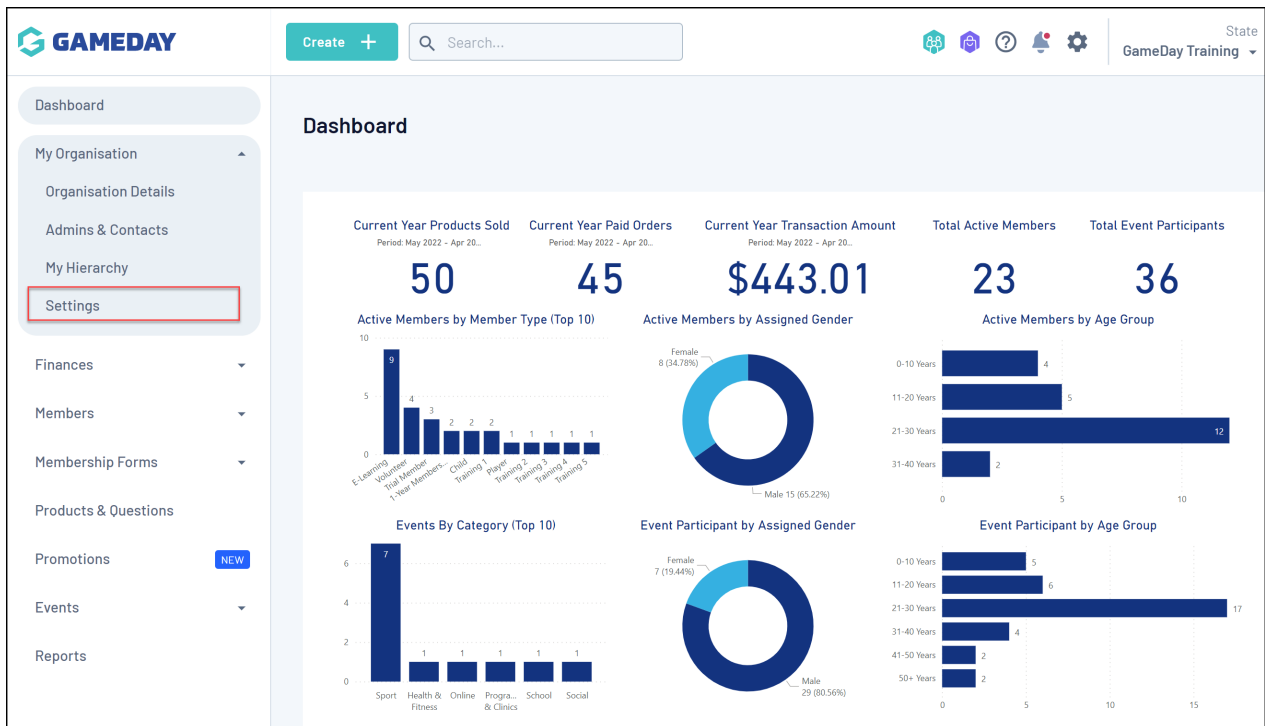
Age Groups provide administrators with a way to link date of birth ranges to specific Seasons and, in turn, to specific Products that are purchased through GameDay registration forms. The following guide will walk you through the process of creating your custom Age Groups, tying them to a Season and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

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

<< 1 >>

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

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**

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 dashboard for the year 2023. The left sidebar contains navigation options: Dashboard, My Organisation, Finances, Members, Membership Forms, Products & Questions, Promotions (with a 'NEW' badge), Events, and Reports. The main content area is titled '2023' and has an 'Active' status. Two tabs are visible: '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 now the 'Related Age Groups' tab is active. The main content area displays a table with the following headers: 'Delete', 'Age Groups', 'DOB Start Date', and 'DOB End Date'. The table is currently empty, and a message in the center reads 'No Related Age Groups to display'. At the bottom of the page, a teal button labeled 'Add an Age Group' is highlighted with a red box.

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

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**

2. Click **CREATE NEW PRODUCT**

Products & Questions

Products | Product Attributes **NEW** | Questions

Create New Product | All Product Types | Active | 2023

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

Show 5 | Showing rows 1-1 of 1

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

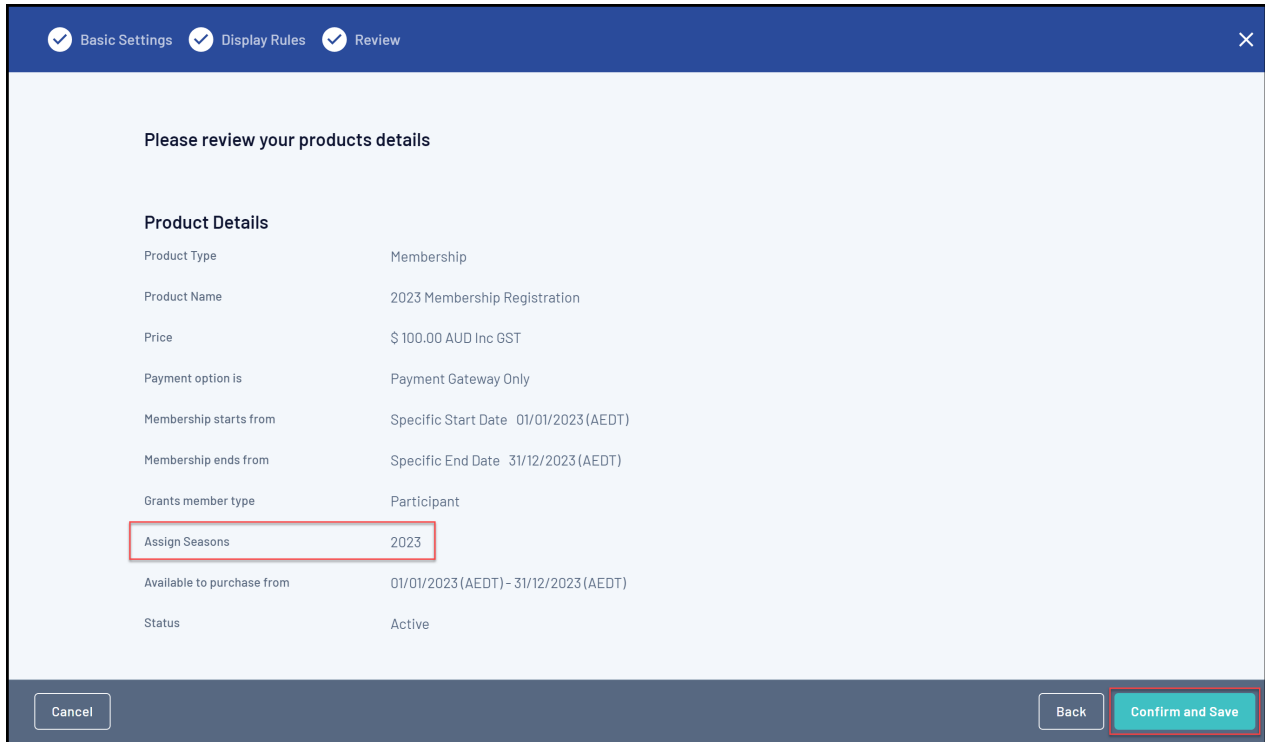
Assign Seasons * | 2023

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



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