



GAMEDAY

How do I manually add a question response to a member's record?

Last Modified on 13/08/2024 3:11 pm AEST

Overview

As a GameDay administrator, you can add responses to the custom question responses that were left blank on a member's registration by accessing the 'Member Activity' section of their member record.

Step-by-Step

Step 1: Open your Member List

In the left-hand menu, click **Members > MEMBERS**

Step 2: Open the relevant member record

Find the applicable member and click **VIEW**

Step 3: Open the Member Activity section

Click the **MEMBER ACTIVITY** tab at the top of the member's record

Step 4: Expand the relevant form

In the **Forms** tab, click the **ARROW** next to the relevant registration form. Any custom questions included on the form at the time of the member's registration will now display.

Step 5: Edit a blank question

To add a response manually to one of the questions that the member left blank, use the **EDIT** button and update the answer as needed

Watch & Learn

Your browser does not support HTML5 video.

Related Articles
