How do I manually add new registration form questions to a member record?

24/07/2025 10:44 am AEST

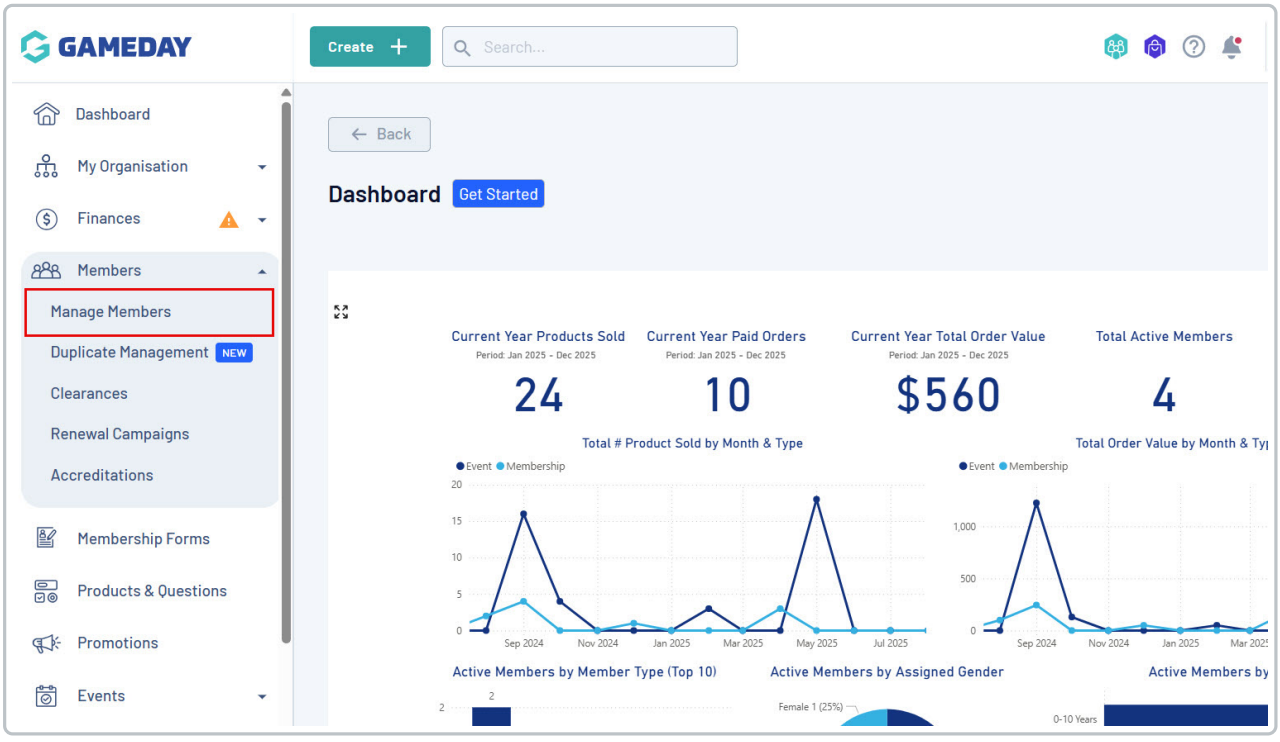
Overview

As a GameDay administrator, you can manually apply a registration form to a member's record in order to answer custom questions from the form on their behalf. This can be a useful process if the member is unable to access an online registration form and needs to provide important details to an administrator in person or by other means of communication.

Step-by-Step

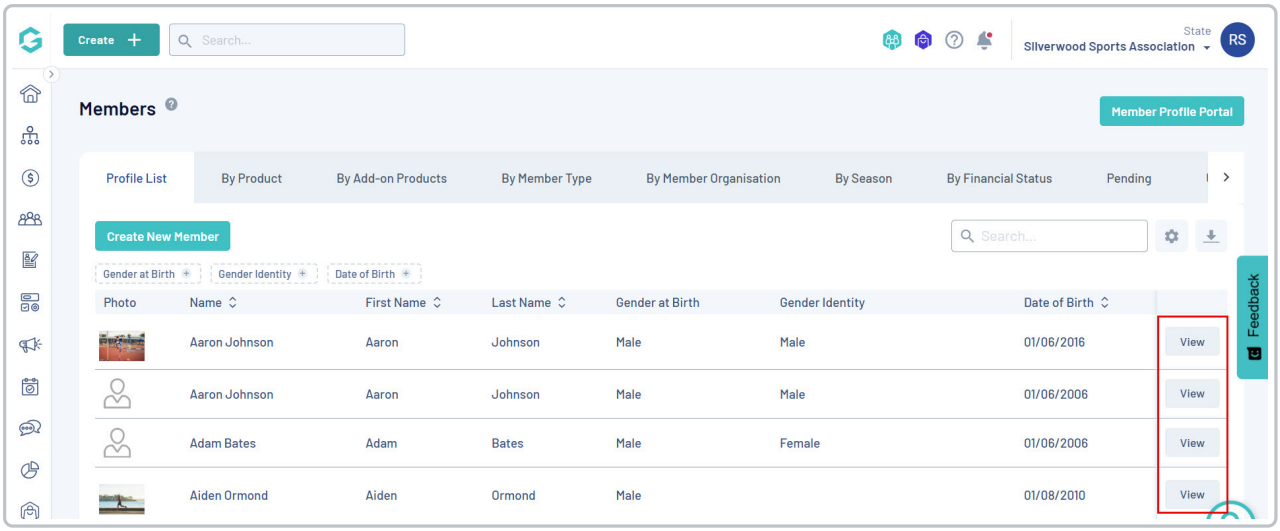
Step 1: Open your Member List

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



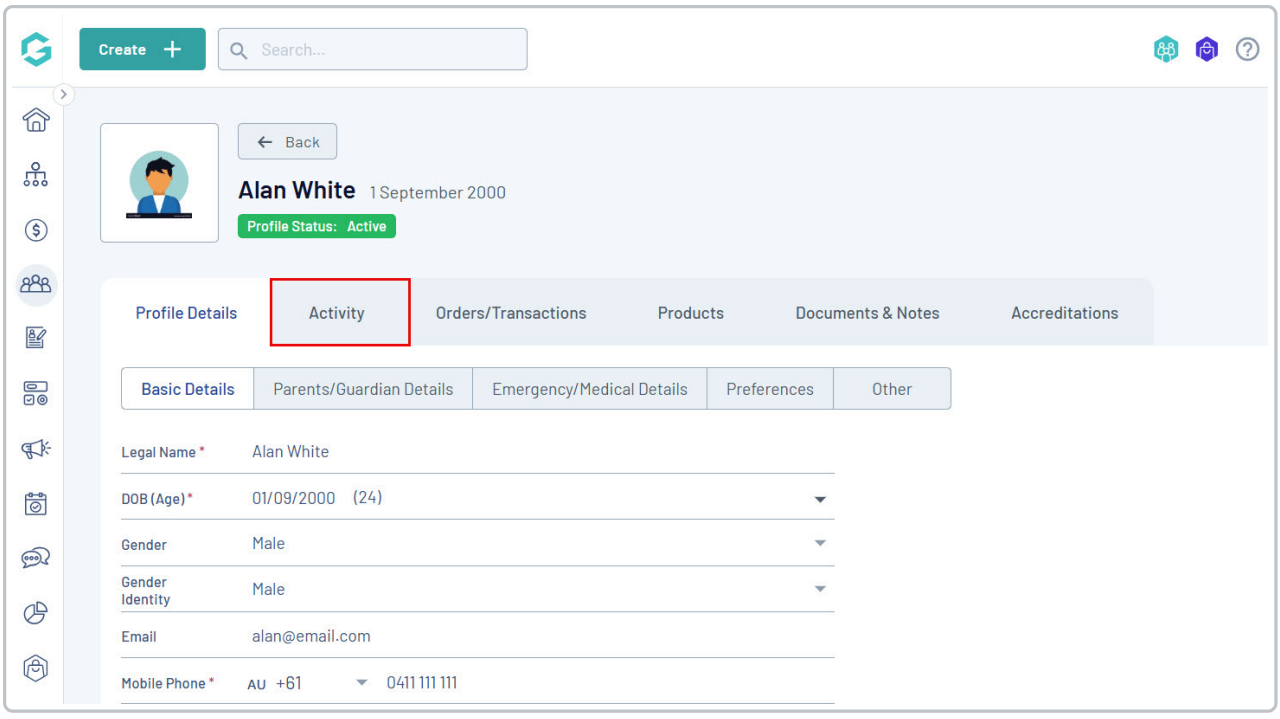
Step 2: Open the relevant member record

Find the applicable member and click **VIEW**



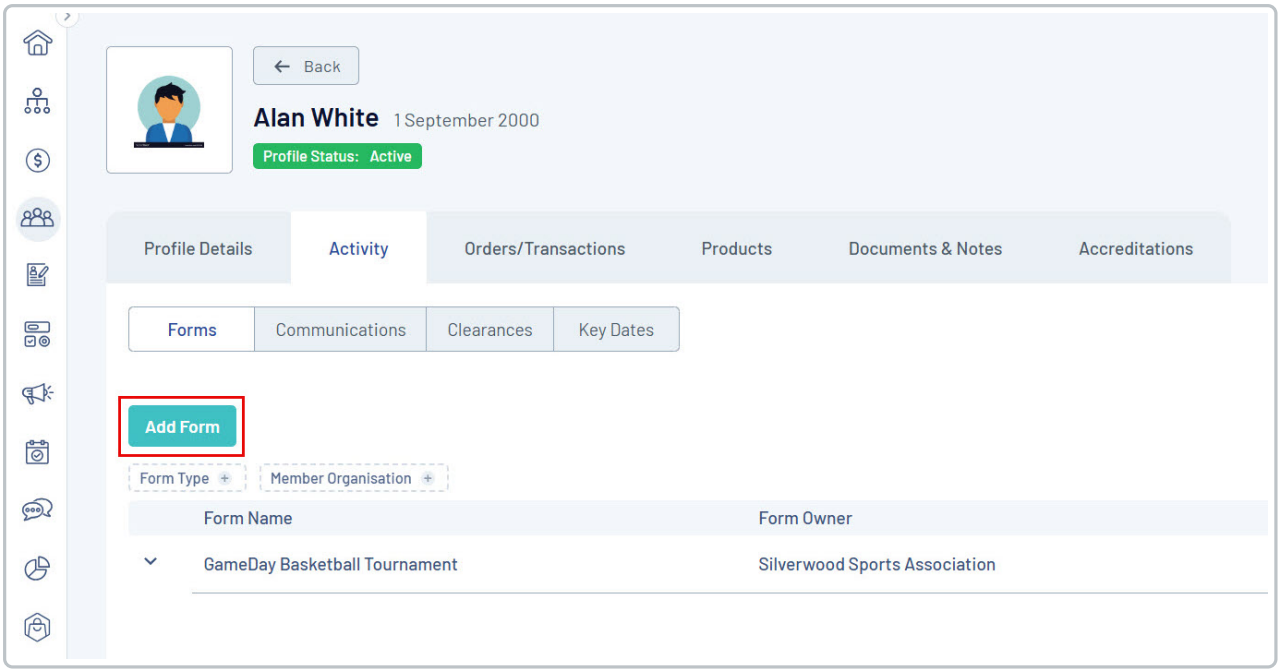
Step 3: Open the Activity section

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



Step 4: Add the relevant form

In the **Forms** tab, click **ADD FORM**, then select the form that you want to add to the member record



Step 5: Edit blank questions

To add responses manually to the questions from the form, use the **EDIT** button and update the answer as needed



Watch

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