

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

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## 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.

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## 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: 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

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## Watch

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