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

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A	\approx	Adam Bates	Adam	Bates	Male	Female	01/06/2006	View
Ø	the second s	Aiden Ormond	Aiden	Ormond	Male		01/08/2010	View

Step 3: Open the Activity section

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

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	e Back									
÷	Alan White 1 September 2000									
\$	Profile Status: Active									
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e V@	Basic Details Parents/Guardian Details Emergency/Medical Details Preferences Other									
€Z¥:	Legal Name* Alan White									
0	DOB (Age)* 01/09/2000 (24)									
@ ?	Gender Male									
<u>a</u> p	Gender Male									
	Email alan@email.com									
Ø	Mobile Phone* AU +61									

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

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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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	Form Name	Form 0	Form Type		Source		
2025 Membership		Silverw	Membership Form		Admin Portal		
	This is a list of all answered questions in this form	Do you have any allergies? Allergies Details	Do you have any allergies? Please list any allergies our cat		Picklist Text		Edit Edit
	GameDay Baskethall Tournament	Silverw	and Sports Association	Event Form		Event Form	

Watch

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