![GameDay logo]

How do I edit the account email on a member record?

Overview

GameDay administrators have the ability to manually update the **account email** on a member record through the back end database. For context, members can be assigned two different email addresses, defined below:

- **Account Email**: This is the email address of the GameDay account to which each member is attached. An account email can have multiple members attached to it, and this mechanism allows account holders to register and renew their attached members in one registration session. This is also the email address that receives automated communications such as payment receipts and invoices. The account email can be found on a member record in the top right-hand corner:

- **Communications Email**: The communications email is the email stored in the Basic Details tab of the member record, which is used as the default email address for custom communications send through GameDay

Step-by-Step

1. Access the member record

- From the main dashboard, open the **Members** menu, then click **MEMBERS**
- Click **VIEW** to open the relevant member's record

2. Edit the Account Email

- Next to the Account Email in the top-right corner, click the **EDIT** icon

3. Update the email address

- Update the email address to the new Account Email, then click **VALIDATE** to confirm it can be use

  Note: The Account Email must be attached to an existing GameDay account

4. Save your changes

- Click **UPDATE** to confirm the change. An email will be sent to both the old account email and the new account email to confirm the update

Watch

Your browser does not support HTML5 video.

Related Articles