

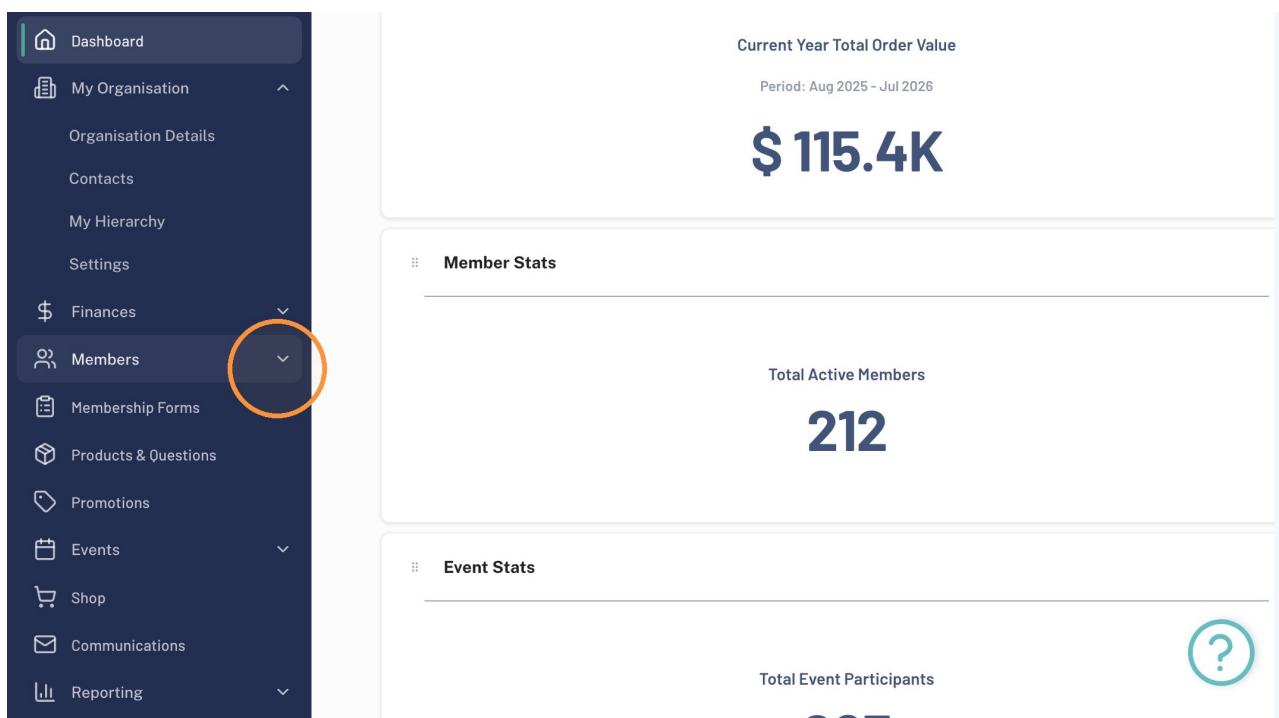
How to Edit a Member's Subscription Details

29/07/2026 11:45 am AEST

Learn how to update membership dates, statuses, and add notes for specific members within your dashboard. This guide simplifies the process of reviewing and confirming changes to ensure accurate account management.

Member Navigation

1. Click "Members"



2. Click "Manage Members"

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My Hierarchy

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Manage Members

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Clearances

Renewal Campaigns

Accreditations

Membership Forms

Products & Questions

Promotions

COLLAPSE

Period: Aug 2025 - Jul 2026

\$ 115.4K

Member Stats

Total Active Members

212

Event Stats

Total Event Participants

285

3. Click "View"

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COLLAPSE

	aaaaa aaaaa	aaaaa	aaaaa	Male	11/12/1992	View	
	aaa test	aaa	test	Female	01/02/2000	View	
	Aaron Adamson	Aaron	Adamson	Male	Male	29/07/1999	View
	Aaron Adamson	Aaron	Adamson	Male	Male	01/07/1994	View
	a asdfasdf	a	asdfasdf	Male		03/12/2019	View
	Aban Doned	Aban	Doned	Male		15/07/2010	View
	Abandoned Cart	Abandoned	Cart	Male		18/12/2019	View
	Account Testing	Account	Testing	Male	Male	01/01/2002	View
	Adam Bates	Adam	Bates	Male	Male	01/06/2000	View
	Adam Hall	Adam	Hall	Male	Male	01/09/2000	View
	Adam Smith	Adam	Smith	Male		11/11/1999	View

Membership Details

4. Click "Products"

GAMEDAY PVT National Body

Dashboard | My Organisation | Organisation Details | Contacts | My Hierarchy | Settings | Finances | Members | **Manage Members** | Duplicate Management | Clearances | Renewal Campaigns | Accreditations | Membership Forms

Back to Members

Account Testing Active Send Email

ACCOUNT: anupma.pal@mygameday.app
DOB: 1 January 2023 (3)

Profile Details | Activity | Orders/Transactions | **Products** | Documents & Notes | Accreditations

Basic Details | Parents/Guardian Details | Emergency/Medical Details | Preferences | Other

Legal Name *: Account Testing

DOB (Age) *: 01/01/2023 (3)

Gender: Male

Gender Identity: Male

Email: [Redacted]

5. Locate the membership you wish to edit and click on the ellipse icon

GAMEDAY PVT National Body

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Memberships | Events | Shop Products

Add Registration

Status: **Active** | Member Organisation | Product Owner | Clear All

Start Date	End Date	Season(s)	Age Groups(s)	Status	
February 2023 (AEDT)	31 August 2026 (AEST)	2022 Season		Active	...
February 2023 (AEDT)	31 August 2026 (AEST)	The Difference Season		Active	...
February 2023 (AEDT)	31 August 2026 (AEST)	Season Jan-Mar1	agegroup 15055	Active	...
February 2023 (AEDT)	31 August 2026 (AEST)	2023-24 Summer		Active	...
February 2023 (AEDT)	31 August 2026 (AEST)	2021 Season	AA, Anu age group	Active	...
February 2023 (AEDT)	31 August 2026 (AEST)	2021 - State		Active	...

6. Click "Edit membership"

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Add Registration

Status: Active

Member Organisation

Product Owner

Clear All

Start Date	End Date	Season(s)	Age Groups(s)	Status
February 2023 (AEDT)	31 August 2026 (AEST)	2022 Season		Active
February 2023 (AEDT)	31 August 2026 (AEST)	The Difference Season		Active
February 2023 (AEDT)	31 August 2026 (AEST)	Season Jan-Mar1	agegroup 15055	Active
February 2023 (AEDT)	31 August 2026 (AEST)	2023-24 Summer		Active
February 2023 (AEDT)	31 August 2026 (AEST)	2021 Season	AA, Anu age group	Active
February 2023 (AEDT)	31 August 2026 (AEST)	2021 - State		Active
February 2023 (AEDT)	31 August 2026 (AEST)	2021 - State		Active

Membership Update

- Both the Start and End date of the membership can be edited

GAMEDAY

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Start date*

28 Feb, 2023

End date*

31 Aug, 2026

Resulting status: Active

Reason

Why is this changing? e.g. corrected season dates after the extension

Stored with the edit history.

Cancel

Review changes

- Reasons or notes can be applied for record keeping

Confirm Changes

9. Once you are happy with the updates, click "Review Changes"

Edit membership
Anu prod season product

Start date * 28 Feb, 2023 End date * 01 Jul, 2026

Resulting status: Inactive

Reason
This is a test

Stored with the edit history.

Cancel Review change

10. Click "Confirm and save"

Confirm changes
Anu prod season product

This membership will change status
Active → Inactive

⚠ The new end date is in the past, so this membership will no longer be current.

START DATE —

END DATE 31 Aug 2026 1 Jul 2026 (61d earlier)

"This is a test"

Back Confirm and save

Editing the start and end date can alter a member's financial status.
Setting the end date to a past date will expire the user's membership

