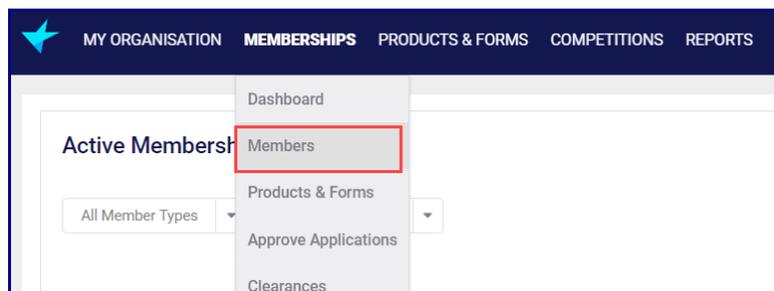


How do I manually add a registration to a member?

Last Modified on 07/10/2019 12:02 pm AEDT

Hover over **Memberships** and select **Members**.



Find the member.

Click on the Member Name to whom you need to add the Registration Fee.

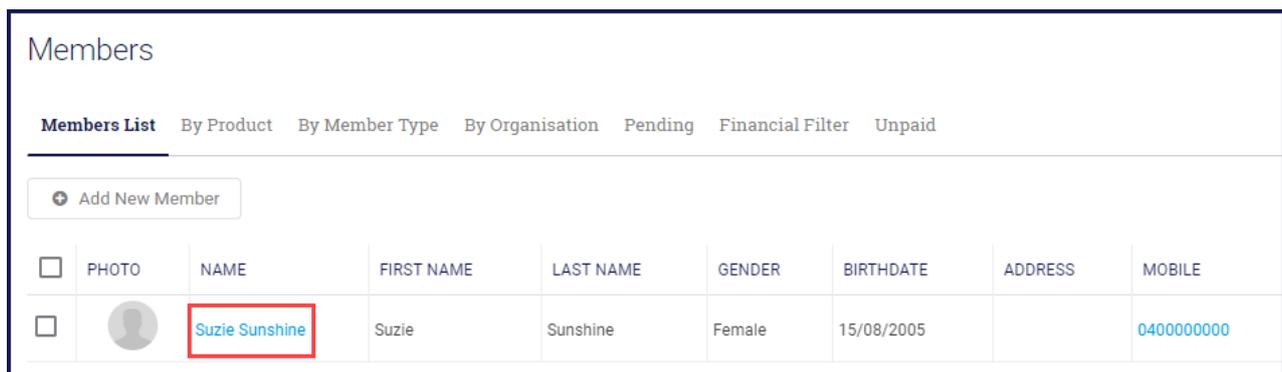
A screenshot of the 'Members' page in the GAMEDAY system. The page title is 'Members'. Below the title are several filter tabs: 'Members List' (selected), 'By Product', 'By Member Type', 'By Organisation', 'Pending', 'Financial Filter', and 'Unpaid'. There is an 'Add New Member' button. Below the filters is a table of members. The table has columns: PHOTO, NAME, FIRST NAME, LAST NAME, GENDER, BIRTHDATE, ADDRESS, and MOBILE. The first row of data shows a member named 'Suzie Sunshine' with a red box around the name. The mobile number is '0400000000'.

PHOTO	NAME	FIRST NAME	LAST NAME	GENDER	BIRTHDATE	ADDRESS	MOBILE
<input type="checkbox"/>	 Suzie Sunshine	Suzie	Sunshine	Female	15/08/2005		0400000000

On the member details page, click the drop down arrow next to the organisation.

NOTE: some members may belong to more than one organisation. Make sure you select the correct one.

Suzie Sunshine

Member Details



Basic Details Parents/Guardian & Family Emergency/Medical Details Preferences Other

Legal Name Suzie Sunshine Email

Age 13 years (15/08/2005) Mobile Phone

Gender Female Address

Mailing Address

ORGANISATION My First Club FINANCIAL N S A C

Scroll down to Registrations and click **Add Registration**.

Registrations

Active History

Add Registration

National fee - under 18	AUD 100.00	1/12/2018	Financial until 31/12/2019	Paid	VIEW PAYMENT
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Show 10 Memberships Per Page Showing Rows 1-1 of 1

Click on the **magnifying glass** to see a list of products.

Add Membership

Membership to add *



[Next](#)

Click on the **link** to add the product.

Select Product ✕

Search Products

	PRODUCT NAME	DEFINED BY
	Game Official	PVT Association1
	Summer Season Fee	PVT Association1
	Mandatory Product (National)	PVT National
	Free Product (National)	PVT National
	Volunteer	PVT National
	Mandatory Product (State)	PVT State

Click Next.

Add Membership ✕

Membership to add * Club Fee - under 18 

Select the payment method

Click Next Step.

Step 1

Please review the items for this order.

ORDER ITEM NUMBER	PRODUCT NAME	STATUS	QUANTITY	UNIT PRICE	SUBTOTAL PRICE
780909	Club Fee - under 18	New	1	50.00	50.00

Show Order Items Per Page Showing Rows 1-1 of 1

Total Price: 50.00

How would you like to pay?

I want to make the payment *

Online ▾

Online

Offline

→ Next Step

Paying Online

Paying with Credit card

Enter the card details and click **Pay Now**.

Add Membership



Step 2

Card Number

[Redacted]

Expiration Date

[Redacted]

CVV

[Redacted]

Pay Now

or

Pay with PayPal

Once your transaction is successful, you will receive a notification. Close the window after you receive the notification.

Add Membership



Step 2

Transaction Update Notification = Paid

[← Previous Step](#)

If you are paying with a PayPal Account

Click **Pay with PayPal** and proceed.

Add Membership



Step 2

Card Number

Expiration Date

CVV

Pay Now

or

Pay with PayPal

← Previous Step

Paying Offline

Click on Mark as Paid which appears once you choose offline as the payment option.

Step 1

Please review the items for this order.

ORDER ITEM NUMBER	PRODUCT NAME	STATUS	QUANTITY	UNIT PRICE	SUBTOTAL PRICE
780909	Club Fee - under 18	New	1	50.00	50.00

Show Order Items Per Page Showing Rows 1-1 of 1

Total Price: 50.00

How would you like to pay?

I want to make the payment *

Offline

Mark as Paid

Related Articles
