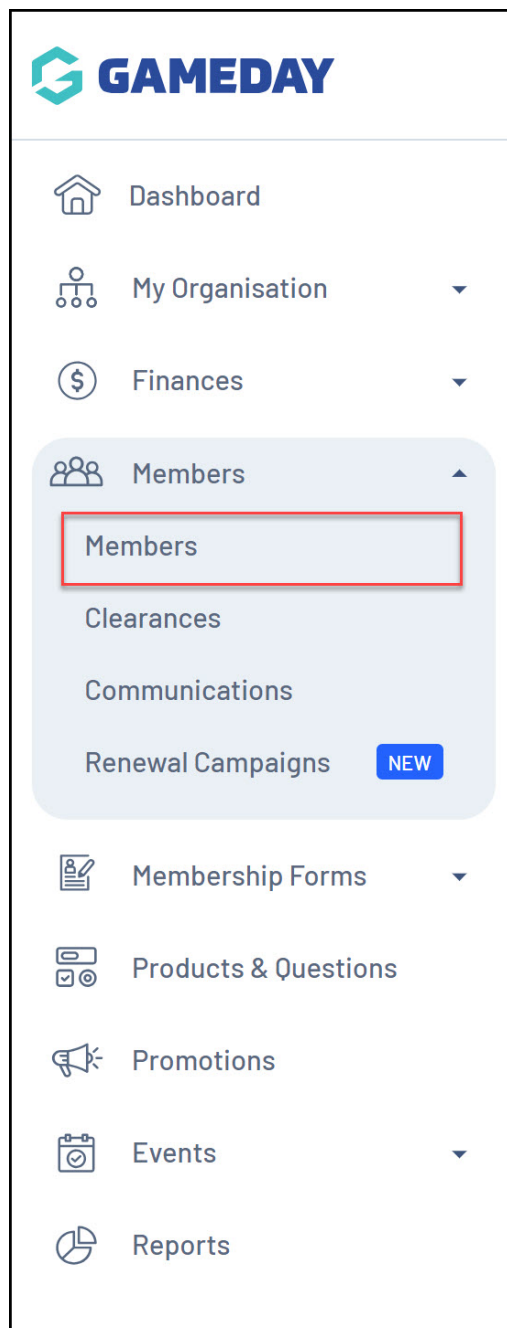# How do I manually add a registration to a member record?

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As a GameDay administrator, you can manually add a registration product to a member's record, which includes the ability to record an offline payment or process a live payment on the member's behalf. This can be useful if a member cannot access a secure connection to register themselves or would prefer to pay over the phone or with an administrator in person.

To manually record a registration in GameDay:

1. In the left-hand menu, click **Members** > **MEMBERS**

2. Find the applicable member and click **VIEW**

3. On the member record, click the **MEMBERSHIPS** tab



4. Click **ADD REGISTRATION**



6. Click **ADD PRODUCTS** and select the product you want to add to the registration.

7. Once you've assigned a Product, choose one of the below options to complete the registration:

- **Unpaid**: Allows you to add the registration to their record but still have it listed as Unpaid.
- **Paid**: Allows you to manually mark the registration as Paid (I.e. if the payment has been made offline by cash, cheque etc.).
- **Process payment now**: Allows you to process a live payment using GameDay's integrated payment gateway.

Once you've completed the registration, it will appear on the member record under the **Memberships** tab.



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