



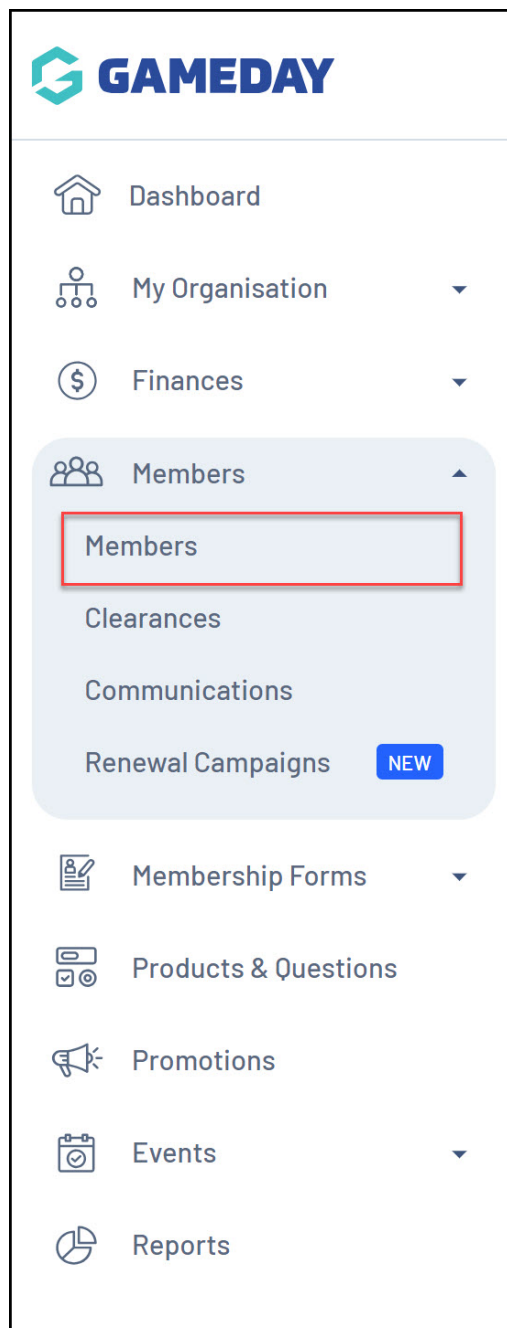
How do I manually add a registration to a member record?

Last Modified on 04/10/2023 5:01 pm AEDT

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**


Members [Help](#)

Members List By Product Add-on Products By Member Type By Organisation By Season >

Create New Member All Assigned Genders All Gender Identities Search Member Name

Photo	Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Action(s)
	Alex Barton	Alex	Barton	Male	Male	25/07/2018	View
	Al Jones	Al	Jones	Male	Different Identity	11/10/2007	View
	Andrew Scone	Andrew	Scone	Male	Non-binary/gender fluid	15/07/1982	View

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

 [← Back](#) **Al Jones** 11 October 2007 [Account Email: i.stewart@porthgwy.com](#)

[Active](#)

Member Details Member Activity Orders/Transactions **Memberships** Events Add-on Products >

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

Legal Name * Al Jones

Age * 11/10/2007

Gender Male

Gender Identity Different Identity

Different Identity Gender Neutral

4. Click **ADD REGISTRATION**

Member Details Member Activity Orders/Transactions **Memberships** Events Add-on Products >

[Active](#) [History](#)

[Add Registration](#) All Member Organisations All Product Owners

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

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Add Membership to Al Jones

Membership to add

Select organisation *

GameDay Training

Add Products

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.

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Add Membership to Al Jones

Membership to add

Select organisation *

GameDay Training

Product Name	Price	Organisation	
Junior Membership Fee 2023	\$ 50.00 AUD	GameDay Training	

Edit Products

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

Unpaid

Paid

Process payment now

?

Cancel

Next

