



How do I create a Member ID rule?

Last Modified on 19/10/2023 9:56 am AEDT

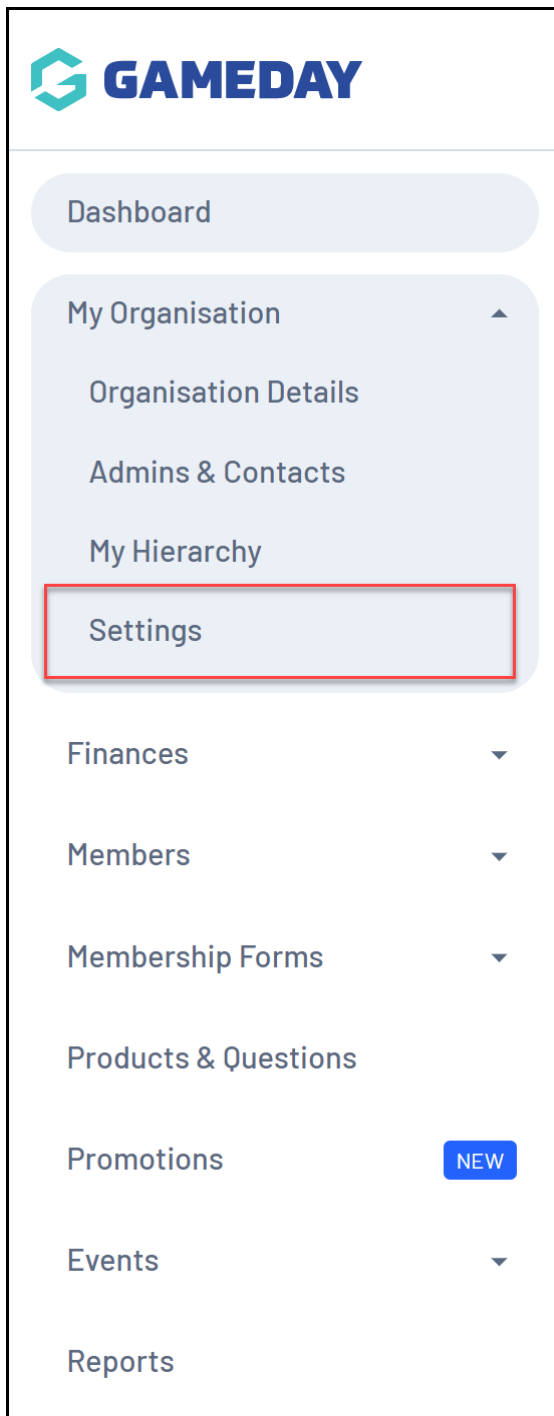
With GameDay's **Member ID** feature, you can easily automate the allocation of IDs to members to keep track of each unique entity within your database, providing a powerful toolset to keep your data clean and enhance your member experience.

The allocation sequence and format of a Member ID can be defined in GameDay by creating a Member ID Rule which, once activated, will start automatically assigning Member IDs to:

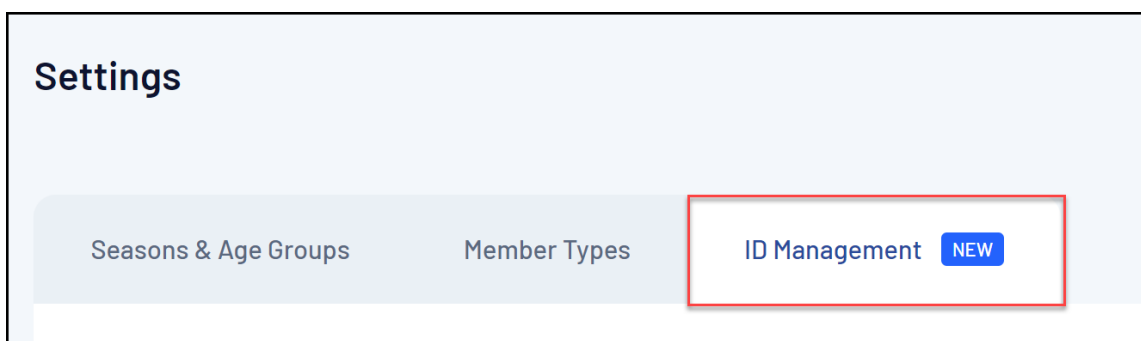
- Existing members with a current active membership with your organisation
- New members who register with your organisation

To create a Member ID Rule:

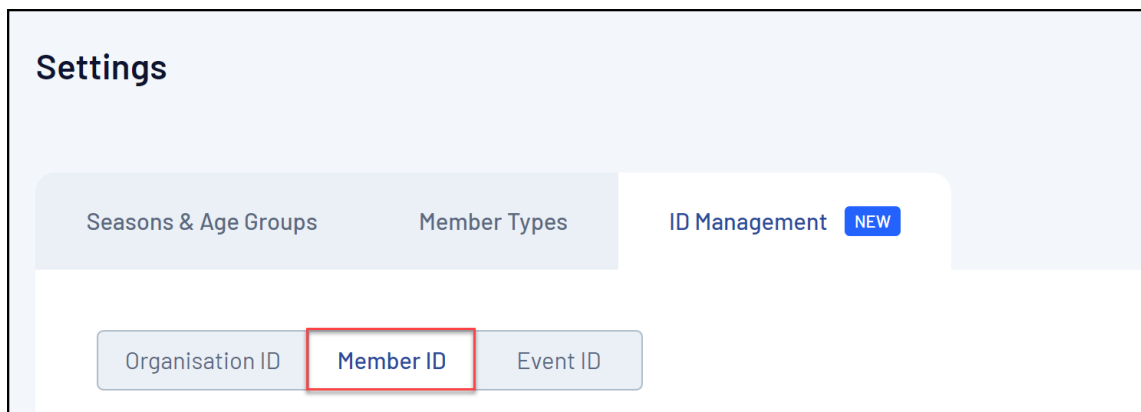
1. In the left-hand menu, click **My Organisation > SETTINGS**.



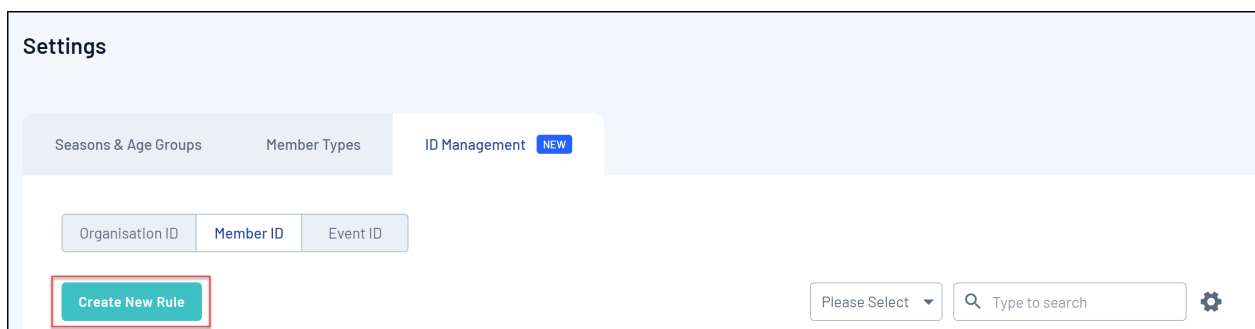
2. Click the **ID MANAGEMENT** tab.



3. Click the **MEMBER ID** tab



5. Click **CREATE NEW RULE**.



6. Define your **Member ID Rule** by adding the following information:

- A **Rule Name**
- A **Rule Sub Type**: *Lifelong* Member IDs are assigned to members for the entirety of their association with your sport, whilst *Season-based* Member IDs are only applicable for the season into which they register.
- **Prefix/Suffix** (optional) - Allows you to add a generic prefix (at the beginning) or suffix (at the end) of each Member ID generated using this rule.
- **Starting Number/Max Number**: Allows you to define a range of unique numbers that will be assigned to members. Each new member registration will be assigned a number within this range in an ascending sequence based on their registration date.

Create New Rule

Rule Name *

Membership Number 2023

Rule Sub Type *

Lifelong

Prefix

GD

Suffix

LL

Starting Number ? *

10000

Max Number ?

99999

ID Min

GD10000LL

ID Max

GD99999LL

Cancel

Create New Rule

Once you have entered the ID Rule information, you can use the **Generate a Random ID** button to see how an example Member ID looks using the format of your rule.

Create New Rule

Prefix

GD

Suffix

LL

Starting Number ?

10000

Max Number ?

99999

ID Min

GD10000LL

ID Max

GD99999LL

Random ID Example:

Generate a random ID

GD26027LL

Cancel

Create New Rule

7. Once you are happy with format of your rule, click **CREATE NEW RULE**.

Create New Rule

×

Prefix

GD

Suffix

LL

Starting Number ?

10000

Max Number ?

99999

ID Min

GD10000LL

ID Max

GD99999LL

Random ID Example: [Generate a random ID](#)

GD26027LL

Cancel

Create New Rule

8. To activate a new ID Rule, expand the **Actions** arrow on the Member ID Rule List, then select **USE THIS RULE**

Seasons & Age Groups Member Types ID Management									
<div> <div>Organisation ID</div> <div>Member ID</div> <div>Event ID</div> </div> <div> <div>Create New Rule</div> <div>Please Select</div> <div>Type to search</div> <div>⚙️</div> </div>									
Rule Name	Prefix	Suffix	Starting Number	Max Number	Rule Type	Status	ID Generation Status	Action(s)	
2024 Winter Bib Numbers	WIN	24	00001	99999	Season based - 2024 Winter	Inactive		<div> <div>⋮</div> <div>Use This Rule</div> </div>	
2023 Bib Numbers	BIB	23	5000	9999	Season based - 2023 Term 1	Active	Live	<div> <div>⋮</div> <div>Edit</div> </div>	

9. If you already had a rule active, you will be prompted to either replace the existing rule, or update the rule for new registration

Set this as your active rule



Would you like to update all existing member ID's to reflect this rule change? Choosing "Replace Rule" will set your active rule and re-generate IDs for all eligible members. Choosing "Update Rule Only" will apply this rule for new registrations only.

Replace Rule

Update Rule Only

- **Replace Rule:** Selecting this option will overwrite all Member IDs that had been assigned to existing members and replace them with IDs from the new rule, and will also apply IDs from the new rule to new member registrations.
- **Update Rule Only:** Selecting this option will leave any Member IDs assigned to existing members intact, and will only use IDs from the new rule for new member registrations.

Related Articles
