

How do I overwrite an existing Organisation ID rule?

Last Modified on 05/03/2024 9:27 am AEDT

GameDay administrators can overwrite existing Organisation ID rules with a new rule by following the steps below:

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

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с. С.	My Organisation	•
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Ad	mins & Contacts	
My	Hierarchy	
Se	ttings	
\$	Finances	•
288	Members	•
8	Membership Forms	•
0	Products & Questions	
¶J÷	Promotions	
	Events	*
Ċ	Reports	

2. Click on the ID MANAGEMENT tab

Settings ⁰				
Seasons & Age Groups	Member Types	ID Management		

3. Click the **ORGANISATION ID** tab

Settings @				
Seasons & Age Groups	Member Types	ID Management		
Organisation ID	Member ID Event ID			
Create New Rule			Please Select 💌 🔍 Type to search	•

4. Click **CREATE NEW RULE**

Settings ^Ø				
Seasons & Age Groups	Member Types	ID Management		
Organisation ID	Member ID Event ID			
Create New Rule			Please Select 💌 🔍 Type to search	Þ

5. Enter the information of the new rule, then click **CREATE NEW RULE**

Rule Name *	Club IDs 202	4
Prefix	С	
Suffix	TR	
Starting Number * 🕐	4000	
Max Number (8000	
ID Min		ID Max
C4000	TR	C8000TR
Randor	n ID Example: G	enerate a random ID
	C642	1TR

Your new rule will be added to the database as an Inactive rule

Seasons & Age Groups	Member Type	s ID Mai	nagement			
Organisation ID M	ember ID Eve	nt ID				
Create New Rule					Please Select 💌 🔍 Type to search	•
Rule Name 🗢	Prefix	Suffix	Starting Number	Max Number	Status	Action(s)
Club IDs 2024	С	TR	4000	8000	Inactive	Edit 🗸
Club IDs	С	TR	0001	9999	Active	Edit

6. Click the **ACTIONS** arrow

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Seasons & Age Groups	Member Types	ID Mar	nagement			
Organisation ID M	lember ID Event	ID				
Create New Rule					Please Select 💌 🔍 Type to search	¢
Rule Name 🌲	Prefix	Suffix	Starting Number	Max Number	Status	Action(s)
Club IDs 2024	С	TR	4000	8000	Inactive	Edit 🗸
Club IDs	С	TR	0001	9999	Active	Edit
Show 5 × Showing rows 1-2 of 2			ĸ	1 > >1		

7. Click **USE THIS RULE**

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Seasons & Age Groups	Member Types	ID Man	agement			
Organisation ID Me	mber ID Event I	D			Please Select	ö
Rule Name 🗢	Prefix	Suffix	Starting Number	Max Number	Status	Action(s)
Club IDs 2024	С	TR	4000	8000	Inactive	Equip Use This Ru
Club IDs	С	TR	0001	9999	Active	Edit

8. A confirmation pop-up will appear and ask you how you would like to apply this rule for organisations:

Update Rule Only means that this new rule will only apply to new organisations created after this rule is active and it will not change existing Organisation IDs.

Generate Historical IDs will overwrite the existing Organisation IDs for those already created as well as use this rule when new organisations are created.



Once an option is selected, the Organisation IDs will begin allocating

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