



## Member Records | Overview

Last Modified on 02/05/2024 3:34 pm AEST

### What is a Member Record?

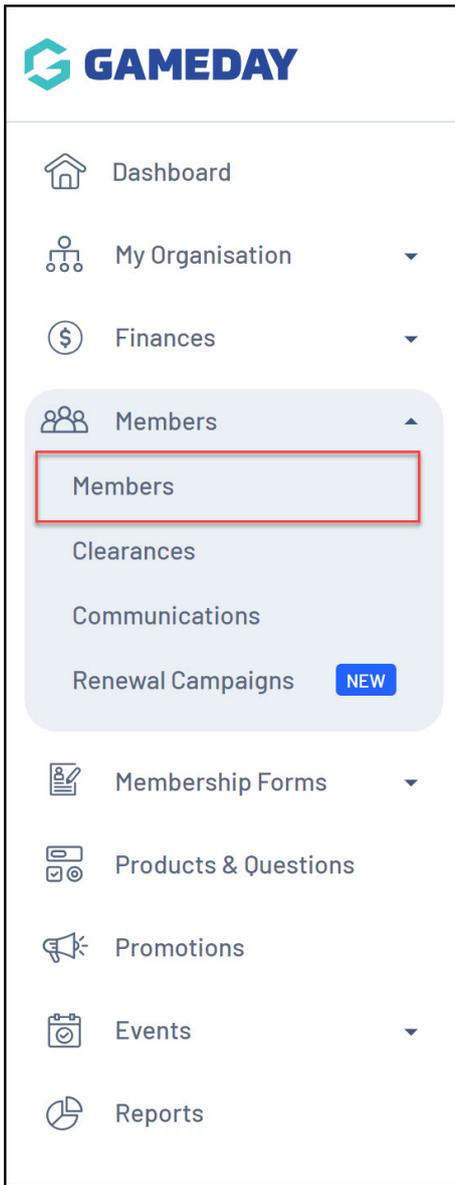
In GameDay, you have the ability to view and manage any element of a member's record, including:

- Any information they have provided as part of their registration, such as basic details, parent/guardian details, emergency contacts, member IDs, member types and custom questions.
- Any orders/transactions they have processed, including a record of paid, unpaid, cancelled or refunded transactions.
- Any memberships or events they have registered to, including active and historical records.
- Any documents or custom notes that have been added to the member's record.
- Any accreditations held by the member

### Accessing Member Records

To access a Member Record:

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



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

Members <sup>?</sup>

Members List | By Product | Add-on Products | By Member Type | By Organisation | By Season | Financial Filter | Pending

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

| Photo | Name        | First Name | Last Name | Assigned Gender | Gender Identity | Birthdate  | Address | Mobile       | Email          | Action(s) |
|-------|-------------|------------|-----------|-----------------|-----------------|------------|---------|--------------|----------------|-----------|
|       | Alan White  | Alan       | White     | Male            | Male            | 01/09/2000 |         | +6141111111  | alan@email.com | View      |
|       | Alex Barton | Alex       | Barton    | Male            | Male            | 25/07/2018 |         | +61400100200 | alex@email.com | View      |
|       | Al Jones    | Al         | Jones     | Male            | Male            | 11/10/2007 |         | +61400100200 |                | View      |

## Member Details

On a member record, the **Member Details** tab is where the basic information related to the member is stored, such as contact details, parent/guardian information, and emergency contact details.

| Member Details  | Member Activity        | Orders/Transactions | Memberships | Events | Add-on Products |
|---|------------------------|---------------------|-------------|--------|-----------------|
| <div style="display: flex; justify-content: space-between;"> <span>Basic Details</span> <span>Parents/Guardians &amp; Family</span> <span>Emergency/Medical Details</span> <span>Preferences</span> <span>Other</span> </div> |                        |                     |             |        |                 |
| Legal Name *  | Aaron Ferguson         |                     |             |        |                 |
| Age *   | 01/07/2005             |                     |             |        |                 |
| Gender  | Male                   |                     |             |        |                 |
| Gender Identity   | Male                   |                     |             |        |                 |
| Email   | donotreply@gameday.app |                     |             |        |                 |
| Mobile Phone *  | AU +61 0430 200 100    |                     |             |        |                 |
| Phone   | AU +61                 |                     |             |        |                 |
| Home Address  |                        |                     |             |        |                 |
| Mailing Address   |                        |                     |             |        |                 |

Scrolling further down, you can also see the **Member Organisation Information** which gives an overview of the member's current status information, including Member Types, Member Status and MemberIDs related to the organisation this member is registered to.

### Member Organisation Information

Active
History

| Logo  | Organisation     | Financial Status                      |                                       |                                       |                                       |                                       | Status   |
|---|------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
|  | GameDay Training | N <input checked="" type="checkbox"/> | S <input checked="" type="checkbox"/> | A <input checked="" type="checkbox"/> | C <input checked="" type="checkbox"/> | A <input checked="" type="checkbox"/> | <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Active</span> |
|   |                  | B <input checked="" type="checkbox"/> | C <input checked="" type="checkbox"/> | C <input checked="" type="checkbox"/> |                                       |                                       |  |

**Member IDs**

|             |  |
|-------------|--|
| National ID | National001098ID  |
| State ID    | BIB10239022       |

View Historical IDs

**Member Types**

All Types
All Member Types
Active

|         |  |                         |
|---------|--|-------------------------|
| Student | <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Active</span> | 31 December 2023 (AEDT) |
|---------|--|-------------------------|

You can also see any historical information by navigating to the **History** tab.

## Member Activity

The **Member Activity** tab displays a log of any forms used, custom questions answered, communications received, and clearance requests associated with the member:

| Member Details                  | Member Activity  | Orders/Transactions      | Memberships            | Events   | Add-on Products |
|---------------------------------|------------------|--------------------------|------------------------|--|-----------------|
| Forms                           |                  | Communications           | Clearances             |  |                 |
| All Form Types                  |                  | All Member Organisations | Type to search         |  |                 |
| Form Name                       | Form Owner       | Form Type                | Date Created           | Date Completed   |                 |
| GameDay Athletics Carnival 2022 | GameDay Training | Event Form               | 7 June 2022 (AEST)     | 7 June 2022 (AEST)   |                 |
| Basketball Registration         | GameDay Training | Membership Form          | 14 January 2022 (AEDT) | 14 January 2022 (AEDT)   |                 |
| GameDay Athletics Carnival 2021 | GameDay Training | Event Form               | 14 January 2022 (AEDT) | 14 January 2022 (AEDT)   |                 |
| Basketball Registration         | GameDay Training | Membership Form          | 16 April 2021 (AEST)   | 16 April 2021 (AEST)   |                 |
| Show 5                          |                  | Showing rows 1-4 of 4    |                        | <span>&lt;</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>&gt;</span> |                 |

## Orders/Transactions

The **Orders/Transactions** tab is where you can view any information pertaining to the orders processed to your organisation by this member, including products purchased, the status or the order, the order amount and a unique Order ID

You can also view the payment to see more information related to each order by clicking **VIEW PAYMENT**.

| Member Details             | Member Activity | Orders/Transactions      | Memberships                | Events       | Add-on Products | Documents & Notes |        |              |
|----------------------------|-----------------|--------------------------|----------------------------|--------------|-----------------|-------------------|--------|--------------|
| All Status                 |                 | All Member Organisations | Type to search             |              |                 |                   |        |              |
| Date                       | Order Number    | Order Organisation       | Items                      | Amount       | Method          | Transaction ID    | Status | Action(s)    |
| 08/01/2024 10:42 AM (AEDT) | 1903892         | GameDay Club             | Membership 2021            | \$ 20.00 AUD | Offline         | 1116633           | Paid   | View Payment |
| 05/12/2023 3:37 PM (AEDT)  | 1897317         | GameDay Training         | Junior Membership Fee 2023 | \$ 50.00 AUD | Offline         | 1109982           | Paid   | View Payment |
| 01/11/2023 2:51 PM (AEDT)  | 1883080         | GameDay Training         | Junior Registration Fee    | \$ 40.00 AUD | Online          | 1095570           | Unpaid | View Payment |
| 22/09/2023 11:24 AM (AEST) | 1861243         | GameDay Training         | Junior Membership Fee 2023 | \$ 50.00 AUD | Offline         | 1073487           | Paid   | View Payment |

## Memberships

The **Memberships** tab displays the current and historical memberships associated with the member. It displays information related to the Member Types selected, Season and Age Group allocation, and Start/End Dates of each membership.

| Member Details                             | Member Activity  | Orders/Transactions         | Memberships      | Events                | Add-on Products         | Documents & Notes  |              |        |              |
|--|------------------|-----------------------------|------------------|-----------------------|-------------------------|--|--------------|--------|--------------|
| <div>Active   History</div>                |                  | <div>Add Registration</div> |                  |                       |                         | <div>All Member Organisations   All Product Owners</div> |              |        |              |
| Member Organisation                        | Product Owner    | Product Name                | Price            | Start Date            | End Date                | Season(s)  | Age Group(s) | Status | Action(s)    |
| GameDay Training                           | GameDay Training | 2023 Membership             | \$ 100.00<br>AUD | 1 January 2023 (AEDT) | 31 December 2023 (AEDT) | 2023   | Under 17     | Active | View Payment |
| <div>Show 10   Showing rows 1-1 of 1</div> |                  |                             |                  |                       |                         |  |              |        |              |

## Events

The **Events** tab will display the order and event information related to any events this member has registered into, including the Event Name, Entry Price and Order Status.

| Member Details                            | Member Activity   | Orders/Transactions               | Memberships                 | Events          | Add-on Products | Documents & Notes                   |              |
|---|-------------------|-----------------------------------|-----------------------------|-----------------|-----------------|-------------------------------------|--------------|
| <div>Event Products   Event Details</div> |                   | <div>Add Event Registration</div> |                             |                 |                 | <div>All Member Organisations</div> |              |
| Event Name                                | Organisation Name | Event Participant ID              | Product Name                | Price           | Quantity        | Order Status                        | Action(s)    |
| GameDay Athletics Carnival 2022           | GameDay Training  |                                   | GameDay Fun Run - 10km Walk | \$ 20.00<br>AUD | 1               | Paid                                | View Payment |
| GameDay Athletics Carnival 2022           | GameDay Training  |                                   | GameDay Fun Run - 20km Run  | \$ 5.00<br>AUD  | 1               | Paid                                | View Payment |

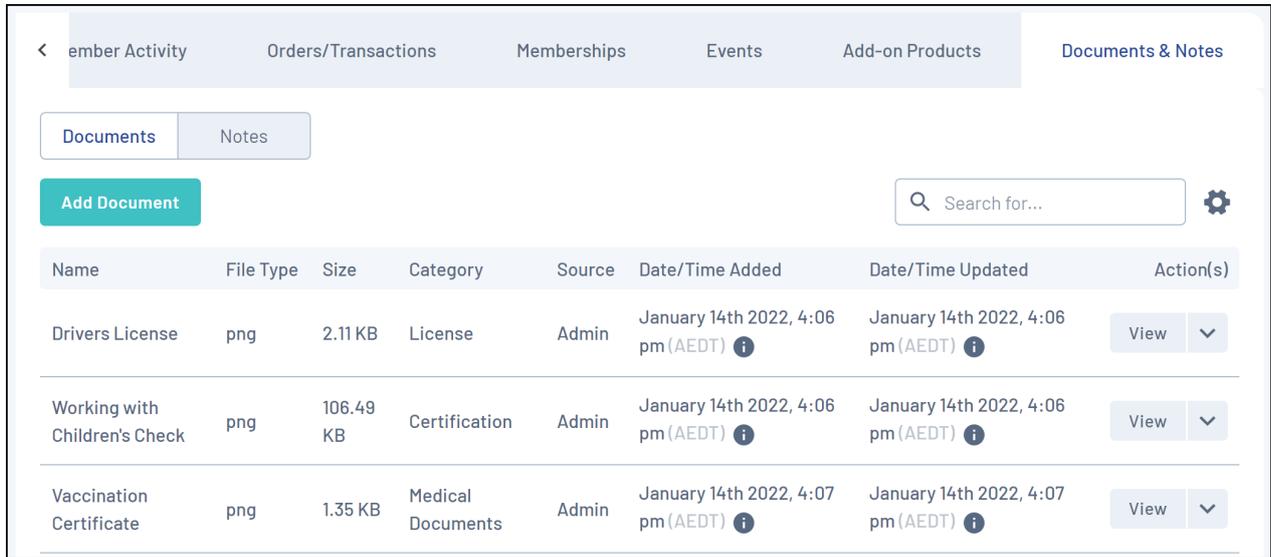
## Add-on Products

The **Add-on Products** tab is where any Add-on Products, such as merchandise or donations, will be available to view, including the Product purchased, Product Type and Price.

| Member Activity                | Orders/Transactions | Memberships                                       | Events       | Add-on Products  | Documents & Notes |                 |          |              |
|--------------------------------|---------------------|---|--------------|------------------|-------------------|-----------------|----------|--------------|
| <div>Add Add-On Products</div> |                     | <div>All Organisations   All Product Owners</div> |              |                  |                   |                 |          |              |
| Organisation Name              | Source              | Product Owner                                     | Product Name | Product Sub Type | Product Attribute | Price           | Quantity | Order Status |
| GameDay Training               | Admin Portal        | GameDay Training                                  | Club T-Shirt | Physical Goods   |                   | \$ 20.00<br>AUD | 1        | Paid         |
| GameDay Training               | Admin Portal        | GameDay Training                                  | GameDay Cap  | Physical Goods   |                   | \$ 5.00<br>AUD  | 1        | Paid         |

## Documents

The **Documents** tab is where an admin can upload or view any documentation related to the member.

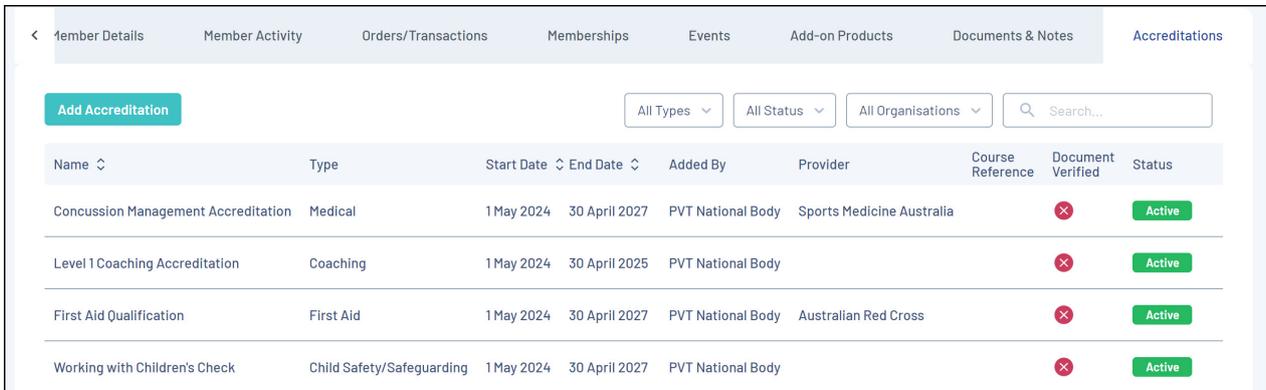


The screenshot shows the 'Documents & Notes' tab in a user interface. At the top, there are navigation tabs: 'Member Activity', 'Orders/Transactions', 'Memberships', 'Events', 'Add-on Products', and 'Documents & Notes'. Below these, there are sub-tabs for 'Documents' and 'Notes'. A green 'Add Document' button is on the left, and a search bar with a magnifying glass icon and a gear icon is on the right. The main content is a table with the following columns: Name, File Type, Size, Category, Source, Date/Time Added, Date/Time Updated, and Action(s). Three documents are listed:

| Name                          | File Type | Size      | Category          | Source | Date/Time Added                     | Date/Time Updated                   | Action(s) |
|-------------------------------|-----------|-----------|-------------------|--------|-------------------------------------|-------------------------------------|-----------|
| Drivers License               | png       | 2.11 KB   | License           | Admin  | January 14th 2022, 4:06 pm (AEDT) ⓘ | January 14th 2022, 4:06 pm (AEDT) ⓘ | View ▾    |
| Working with Children's Check | png       | 106.49 KB | Certification     | Admin  | January 14th 2022, 4:06 pm (AEDT) ⓘ | January 14th 2022, 4:06 pm (AEDT) ⓘ | View ▾    |
| Vaccination Certificate       | png       | 1.35 KB   | Medical Documents | Admin  | January 14th 2022, 4:07 pm (AEDT) ⓘ | January 14th 2022, 4:07 pm (AEDT) ⓘ | View ▾    |

## Accreditations

The **Accreditations** tab displays any current or previous accreditations held by the member, and allows you to manually assign and verify accreditations.



The screenshot shows the 'Accreditations' tab in a user interface. At the top, there are navigation tabs: 'Member Details', 'Member Activity', 'Orders/Transactions', 'Memberships', 'Events', 'Add-on Products', 'Documents & Notes', and 'Accreditations'. Below these, there is a green 'Add Accreditation' button and three filter dropdowns: 'All Types', 'All Status', and 'All Organisations'. A search bar with a magnifying glass icon and the text 'Search...' is on the right. The main content is a table with the following columns: Name, Type, Start Date, End Date, Added By, Provider, Course Reference, Document Verified, and Status. Four accreditations are listed:

| Name                                | Type                      | Start Date | End Date      | Added By          | Provider                  | Course Reference | Document Verified | Status |
|-------------------------------------|---------------------------|------------|---------------|-------------------|---------------------------|------------------|-------------------|--------|
| Concussion Management Accreditation | Medical                   | 1 May 2024 | 30 April 2027 | PVT National Body | Sports Medicine Australia |                  | ✗                 | Active |
| Level 1 Coaching Accreditation      | Coaching                  | 1 May 2024 | 30 April 2025 | PVT National Body |                           |                  | ✗                 | Active |
| First Aid Qualification             | First Aid                 | 1 May 2024 | 30 April 2027 | PVT National Body | Australian Red Cross      |                  | ✗                 | Active |
| Working with Children's Check       | Child Safety/Safeguarding | 1 May 2024 | 30 April 2027 | PVT National Body |                           |                  | ✗                 | Active |

At the top of the page, you can also see the Account Email that was used to register the member.



[← Back](#)

**Al Jones** 11 October 2007

Active

Account Email: [al.jones@reporting.com](mailto:al.jones@reporting.com) 

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     |

## Related Articles

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