



GAMEDAY

How do I add an event registration to a new entrant?

Last Modified on 04/04/2024 10:04 am AEDT

As an administrator of GameDay, you may encounter scenarios in which you need to manually add a new event entrant registration rather than having the entrant register through an event form.

To do this, you will first need to add a member record for that entrant, as below:

1. From your GameDay dashboard, click **Members** > **MEMBERS** on the left-hand menu

 Dashboard

 My Organisation ▼

 Finances ▼

 Members ▲

- Members
- Clearances
- Communications
- Renewal Campaigns NEW

 Membership Forms ▼

 Products & Questions

 Promotions

 Events ▼

 Reports

2. Click the **CREATE NEW MEMBER** button

Members ?

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

Create New Member Gender at Birth All Gender Identities Search Member Name

Photo Name First Name Last Name Gender at Birth Gender Identity Birthdate Address Mobile Email Action(s)

3. Complete the entrant's basic details, then click **SAVE**

Create New Member ×

Profile Image



[Add Photo](#)

First Name * Event

Last Name * Entrant

Birthdate * 01/12/2011

Gender Male

Mobile Phone * AU +61 0400 100 200

Email * hello@stacksports.com

Organisation GameDay Training

Cancel **Save**

4. On the entrant's record, select the **EVENTS** tab

Member Details Member Activity Orders/Transactions Memberships **Events** Add-on Products Documents & Notes

5. Select **ADD EVENT REGISTRATION**

 **Event Entrant** 1 December 2011 Active

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

Event Products Event Details

Add Event Registration All Member Organisations

Event Name	Organisation Name	Event Participant ID	Product Name	Price	Quantity	Order Status	Action(s)
No Data							

6. Select an **Event** and a **Product**, then choose the **PROCESS PAYMENT NOW** option and click **NEXT**

Add an Event Registration to Event Entrant

Select an Event *

Event Name	Organisation
Affiliate Conference	GameDay Training

[Reselect Event](#)

Select Products *

Product Name	Price	Organisation	
DISCOUNT CORPORATE RATE	\$ 10.00 AUD	GameDay Training	

[Edit Products](#)

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

7. Confirm that your information is correct, then click **PROCEED TO PAYMENT**

Review items for this order

Order Item Number	Product Name	Quantity	Price	Total Discounted Price
2124886	DISCOUNT CORPORATE RATE	1	\$ 10.00 AUD	\$ 10.00 AUD

Show 10
 Showing rows 1-1 of 1

\$ 10.00 AUD

8. Enter payment information and click **PAY NOW**

×

Make a Payment

Total due: \$ 10.00 AUD

 Pay with card  

Card Number

Expiration Date (MM/YY)

CVV (3 digits)

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