

How do I manually add a payment to a member's record?

24/10/2025 10:02 am AEDT

Overview

GameDay allows administrators to manually record a payment against a member's record, should they be unable to complete a payment through a registration form, and already existing in your membership database.

Step-by-Step

Step 1: Navigate to your member list

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

Step 2: View the member

Find member to whom you want to add a payment, then click the **VIEW** (magnifying glass) icon to open their record

Step 3: Open the member's transactions list

On the member record, select **TRANSACTIONS** in the left-hand menu

Step 4: Add new transaction

Click **Add Transaction**, select the **Product** that you want to assign to the member, then click **UPDATE TRANSACTION**

Step 5: Pay for the transaction

Click **Return to Transactions**, then tick the **Pay** checkbox for the unpaid order you just created. You can then either process a manual payment, or process a live payment through our online credit card gateway by selecting **PROCESS PAYMENT VIA PAYMENT GATEWAY**

Watch

Your browser does not support HTML5 video.

