



GAMEDAY

How do I delete a transaction from a member's record?

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In some cases, you may be able to delete a transaction record from a member's profile if the transaction was generated in error or is not applicable.

Note: You can only delete a transaction if it has an **Unpaid** status


To delete a member transaction:

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

GameDay Passport Training
Association

 **Dashboard**

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2. Locate the member you want to update and click on the **VIEW** button next to their name

| | Active in Association | Legal Firstname | Family name | Date of Birth | Gender at Birth | Telephone Number (Mobile) |
|--|-------------------------------------|-----------------|-------------|---------------|-----------------|---------------------------|
| | <input checked="" type="checkbox"/> | Reuben | Adams | 24/01/2010 | Male | |
| | <input checked="" type="checkbox"/> | Tony | Allman | 16/07/2015 | Male | |
| | <input checked="" type="checkbox"/> | Paula | Alvarado | 17/09/2000 | Female | |
| | <input checked="" type="checkbox"/> | Cecilia | Anderson | 11/09/2002 | Female | |
| | <input checked="" type="checkbox"/> | Colton | Balley | 21/02/2010 | Male | |
| | <input checked="" type="checkbox"/> | Alyssa | Baldwin | 08/01/2017 | Female | |

3. Click **TRANSACTIONS** in the member record menu

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Reuben Adams
Member




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Members Teams Clubs Comps

4. Locate the unpaid transaction you want to delete and click on **DELETE TRANSACTION** to

permanently delete the transaction.

Transactions

| | Order Item ID | Product | Quantity | Assoc Name | Amount | Start | End | Status | Payment Record | Pay |
|---|---------------|--|----------|---------------|--------|------------|-----|--------|-------------------------------------|--------------------------|
|  | 19700416 | Association Fees-2022/2023 Age 08 Membership Fee | 1 | GameDay Pa... | 50.00 | 04/09/2023 | | Paid | View Payment Record | |
|  | 19700420 | Association Fees-2022/2023 Age 12 Membership Fee | 1 | GameDay Pa... | 50.00 | | | Unpaid | Delete Transaction | <input type="checkbox"/> |
|  | 20944622 | Association Fees-2022/2023 Age 06 Membership Fee | 1 | GameDay Pa... | 50.00 | | | Unpaid | Delete Transaction | <input type="checkbox"/> |

[List All Payment Records](#)

A message will appear confirming that the transaction has been deleted.
