GAMEDAY

Member Records | Overview

Once a member has been added to your database through a registration form or by manual entry, member records are stored and can be viewed on an individual basis by administrators within your database.

To view an individual member record:

1. Click on **Members** in the menu and select **LIST MEMBERS**

2. Locate the member record that you want to view, and click the **VIEW** (magnifying glass) icon next to the member's name.

Member Records will allow you to see:

- **Dashboard**: Any details associated with that member, including information submitted through registration forms, registration status, contact details and more.
- **Assigned Member Types**
- **Accreditations**
- **Transactions**
- **Member Tags**
- **Injury Reports**
- **Tribunal Records**
- **Member History**: Any current or historical records of a member's involvement with a given Association, Club or Team
- **Competition Statistics**

Actions

Each Member Record offers a number of different actions, including:

1. Add Photo: Manually add a photo to the member's record.

2. Edit Details: Edit the information stored in the member record.

3. Mark as Duplicate: Manually mark the member as a duplicate record.

4. Member Cards: Access the member's unique member card and QR code.

5. Add Document: Manually add a document to the member's record.

For more information on processes relevant to **Member Records**, please refer to the **Related Articles** section of this article.