



## Member Records | Overview

Last Modified on 06/09/2023 2:13 pm AEST

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**

The screenshot shows the 'GameDay Passport Training Association' member record page. The left sidebar menu has 'List Members' highlighted. The main content area displays the association's logo, contact details (12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000), and a list of officers: President (Margaret Bell), Vice President (Barry Driscoll), Treasurer (Melissa Boyle), and Secretary (Barrett Ferguson). Below this is a 'Stats' section with three empty charts: 'Members', 'Players by Gender', and 'Players by Gender'.

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

[ADD](#)

## Members in Association

If you are seeing 'Potential Duplicate' in the Active field, you may need to resolve duplicates.

Showing Family Name Including  Season  Age Group  Status  Member Type  Gender

Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender a...	Telephone Number (Mobile)
<input checked="" type="checkbox"/>	Reubenad	Adams	24/01/2010	Male	
<input checked="" type="checkbox"/>	Colton	Bailey	21/02/2010	Female	
<input checked="" type="checkbox"/>	Hunter	Barr	22/02/2014	Female	

**Member Records** will allow you to see:

Reubenad Adams  
Member

### Reubenad Adams

[Mark as Duplicate](#)
[Member Cards](#)

Dashboard  
Types  
Accreditations  
Transactions  
Tags  
Injuries  
Tribunal  
Member History  
Statistics



Add Photo

**Member Summary** [Edit](#)

Assigned Gender at Birth: Male

Date of Birth: 24/01/2010

Nationality: AUSTRALIA

**Contact Details** [Edit](#)

Email: [bevipo@mailinator.com](mailto:bevipo@mailinator.com)

**Registered**

Registered in Current Season: **2023 Season** as Player

**Other Clubs**  
GameDay Passport Training (Player)

**Documents**  
No Documents available

[Add Document](#)

**Identification**

Passport Nationality AUSTRALIA

- **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:

The screenshot shows a member profile for Reubenad Adams. The page is divided into several sections: a left sidebar with navigation options, a main header with the member's name and two buttons ('Mark as Duplicate' and 'Member Cards'), a profile picture area with an 'Add Photo' button, a 'Member Summary' section with fields for gender, date of birth, and nationality, a 'Contact Details' section with an email field, a 'Registered' status box, an 'Other Clubs' section, and a 'Documents' section with an 'Add Document' button. At the bottom, there is an 'Identification' section showing 'Passport Nationality' as 'AUSTRALIA'. Numbered callouts (1-5) point to the 'Add Photo' button, the 'Edit' links in the Member Summary and Contact Details sections, the 'Mark as Duplicate' button, the 'Member Cards' button, and the 'Add Document' button respectively.

- 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.