



How do I manage my Lookup Information?

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Note: this functionality is only available at league level.

There are a wide range of fields throughout GameDay Membership where you select an option from a 'drop-down' list instead of typing in information.

These are called 'lookup' fields. An example of a lookup field is 'Country' where the lookup options are the countries.

The options available in each lookup field in Membership can be edited. The following instructions take you through how to add, edit and delete the records in lookup fields.

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of Membership, click on the Configuration icon and select Settings.
2. Click on Manage Lookup Information.

Configuration

These configuration options allow you to modify the data and behaviour of the system.

Manage Users and Security

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3. Click on the name of the field to manage the lookup options for that field.

Manage Lookup Information

This section allows you to maintain the values that are present in drop down boxes present through the system. Choose the type of value you wish to manage from the list below.

- [Accreditation Courses](#)
- [Accreditation Levels](#)
- [Accreditation Providers](#)
- [Accreditation Result \(Online Only\)](#)
- [Accreditation: Level](#)
- [Accreditation: Provider](#)
- [Accreditation: Sport](#)
- [Accreditation: Status](#)
- [Age Group Category](#)
- [Areas of assistance offered \(Online Only\)](#)
- [Coach Accred Custom DDL 1](#)
- [Coach Accred Custom DDL 2](#)

4. A list of existing lookup options for that field will appear.

Manage Lookup Information - Custom Lookup 3

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. Reorder the options by dragging them to position. The new order is saved automatically.

⋮ National	Edit Delete
⋮ Non-National	Edit Delete

[Add a New Option](#)

5. To add a new record, click on **Add a New Record**.

Manage Lookup Information - Custom Lookup 3

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. Reorder the options by dragging them to position. The new order is saved automatically.

⋮ National	Edit Delete
⋮ Non-National	Edit Delete

[Add a New Option](#)

6. In the Name field, type in the name of the record you wish to add and click on Update.

Manage Lookup Information - Custom Lookup 3

Name

Test

Update

7. You will be returned to the list of records for the lookup field. The newly added record will appear on the list.

8. Continue to add all the required lookup options for the field (repeat steps 5 and 6).

9. If you need to change or remove a lookup record, click on the Edit or Delete links next to each record.

Manage Lookup Information - Custom Lookup 3

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

Reorder the options by dragging them to position. The new order is saved automatically.

⋮ National

[Edit](#) [Delete](#)

⋮ Non-National

[Edit](#) [Delete](#)

⋮ Test

[Edit](#) [Delete](#)

Add a New Option