

How do I change the fields that appear on my Member List?

Last Modified on 29/05/2024 11:31 am AEST

The Member List in Passport is the page displayed when viewing members through the **Members** > **List Members** option of a given organisation. Association administrators can customise the table columns that appear in this list for it's own database and for club and team level organisations attached to it by following the steps below:

Note: This functionality is only available at Association/League level

To access the member list from the association, club or team level of the database, click on Members and select List Members from the drop-down menu. An example of a member list (viewed through the association level) is shown below:

1. From your Association dashboard, click the Setting Cog, then SETTINGS

GAMEDAY 💪 🖸	Q Search	††‡			(#	🍘 🕐 🌲 🐯 🔊
GameDay Passport Training Association	GameDay Passpo	rt Training Get Started			Ľ	Settings User Management
Dashboard		letails Edit	Contacts Edit			Process Log Audit Log
S Finances NEW *	12 M	? Stack Lane	President (Primary Contact)	Vice President	Tr	C Dark Mode
8억원 Members ·		ELGANTRALIA, 3000 31400100200 (Phone) ello@mygameday.app	Margaret Bell 0400100200 <u>hello@mygameday.app</u>	Barry Driscoll 0400100201 <u>hello@mygameday.app</u>	Meli 040 hell	ssa Boyle 0100202 <u>o@mygameday.app</u>
♀ Competitions ・	Add/Edit Logo		Secretary			
🛱 Clubs 🔹			Barrett Ferguson 0400100203			
🗭 Teams			<u>hello@mygameday.app</u>			
Dommunications			Show more Y			
🖉 Registrations 🔹						

2. Under Configure Database Fields, click MEMBER LIST DISPLAY

Configuration					
These configuration options allow you to modify the data and behaviour of the system.					
Manage Users and Security	Configure Database Fields	Setup Registrations	Manage Competitions	Other	
Password Management	Custom Fields	Age Groups	Statistics Templates	Fitness Tests	
Permissions	Field Configuration	Seasons	Ladder Templates		
	Manage Lookup Information	Clearance Settings	Fixture Templates		
	Member Packages	Opt-Ins	Media Outlets		
	Member List Display		Finals Eligibility Settings		
			Match Day Reports		
			<u></u>		

3. Drag and drop any fields you want to display in your member list from the **Available Fields** into the **Selected Fields** section

Note: The order of the fields displayed here (top to bottom) determines the order in which they will appear on the member list (left to right)

Member List Fields							
Use this screen to choose which fields to display on yo 'Update' button.	our member list by dragging fields from the box or	n the left into the (box on the right). When you have finished press the					
Available Fields	Selected Fields	Sort by:					
Address Line 1	1. Active in Association	Family name 🔹					
Address Line 2	2. Legal Firstname						
Allow Medical Treatment	3. Family name	Update					
Any Allergies	4. Date of Birth						
Any Medical Conditions?	5. Gender at Birth						
Are you a member of National Team	6. Telephone Number (Mobile)						
Are you new to our club?	7. Postcode						
Are you new to the sport?							
Birth Certificate Number							
City of Residence							
COACH:Coach Active?							
COACH:Coach Registration No.							

4. Choose a field that you want members sorted by on your member list by applying it in the **SORT BY** field

ember List Fields		
Use this screen to choose which fields to displ Update' button.	ay on your member list by dragging fields from the box	on the left into the (box on the right). When you have finished press the
Available Fields	Selected Fields	Sort by:
Address Line 1	1. Active in Association	Family name 🔻
Address Line 2	2. Legal Firstname	
Allow Medical Treatment	3. Family name	Update
Any Allergies	4. Date of Birth	
Any Medical Conditions?	5. Gender at Birth	
Are you a member of National Team	6. Telephone Number (Mobile)	
Are you new to our club?	7. Postcode	
Are you new to the sport?		
Birth Certificate Number		
City of Residence		
COACH:Coach Active?		
COACH:Coach Registration No.		

5. Click **UPDATE**

1ember List Fields		
Use this screen to choose which fields to displa 'Update' button.	ay on your member list by dragging fields from the box o	on the left into the (box on the right). When you have finished press the
Available Fields	Selected Fields	Sort by:
Address Line 1	1. Active in Association	Family name 💌
Address Line 2	2. Legal Firstname	
Allow Medical Treatment	3. Family name	Update
Any Allergies	4. Date of Birth	
Any Medical Conditions?	5. Gender at Birth	
Are you a member of National Team	6. Telephone Number (Mobile)	
Are you new to our club?	7. Postcode	
Are you new to the sport?		
Birth Certificate Number		
City of Residence		
COACH:Coach Active?		
COACH:Coach Registration No.		

6. Now head back to your member list through the ${\bf Members} > {\bf LIST MEMBERS}$ option in the left-hand menu

GameDay Passport Training Association	Member List Fields			
Dashboard				
(\$) Finances NEW -	Fields Updated			
<u>ዶዮ</u> ዳ Members 🔺	Use this screen to choose which fields to displa 'Update' button.	ay on your member list by dragging fields from the bo	ox on the left into the (box on the right). When you h	ave finished press the
List Members	Available Fields	Selected Fields	Sort by:	
Duplicate Resolution	Address Line 1	1. Active in Association	Family name	•
List Online Clearances	Address Line 2	2. Legal Firstname		
Member Rollover	Allow Medical Treatment	3. Family name	Update	
Transfer Member	Any Allergies	4. Date of Birth		
Card Printing	Any Medical Conditions?	5. Gender at Birth		
Player League Stats	Are you a member of National Team	6. Telephone Number (Mobile)		
Injuries	Are you new to our club?	7. Postcode		
	Are you new to the sport?			
LIST ACCIEURATIONS	Birth Certificate Number			
Competitions •	City of Residence			
5r°	COACH:Coach Active?			(*
🔔 Clubs 🔹	COACH-Coach Registration No.			<u> </u>

You will now see the table columns and member data sorted according to your selections

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 All Seaso All Age Gr All All All Genders								
		Active in Association	Legal Firstname	Family name	Date of Birth	Gender at Birth	Telephone Number (Mobile)	Postcode	
	đ		Reuben	Adams	24/01/2010	Male			
	đ		Tony	Allman	16/07/2015	Male			
			Paula	Alvarado	17/09/2000	Female			
	đ		Cecilia	Anderson	11/09/2002	Female			
	đ		Andre	Antonio	02/02/1990	Male	0400111222	3000	
	٢		Colton	Bailey	21/02/2010	Male			