How do I create Age Groups?

13/06/2025 12:34 pm AEST

To add a new Age Group:

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 GameDay Passport, click on the Configuration icon and select Settings.

2. Under 'Set Up Registrations', click on Age Groups.

configuration			
These configuration options all	ow you to modify the data and beha	viour of the system.	
Manage Users and Security	Configure Database Fields	Setup Registrations	Manage Competitions
Password Management	Custom Fields	<u>Age Groups</u>	Statistics Templates
Permissions	Field Configuration	Seasons	Ladder Templates
	Manage Lookup Information	Clearance Settings	Fixture Templates
	<u>Member Packages</u>		Media Outlets
	Member List Display		Finals Eligibility Settings

3. A list of existing Age Groups will appear. The 'Added By' column indicates whether the age group was created by the National Body or the Association.

Age Groups

Age Group Name	Age Group Gender	Added By	DOB Start Range	DOB End Range	Active
Age 21		National Body	01/01/1989	31/12/1989	≤
Age 20		National Body	01/01/1990	31/12/1990	e
Age 19		National Body	01/01/1991	31/12/1991	\square
Age 18		National Body	01/01/1992	31/12/1992	\square
Age 17		National Body	01/01/1993	31/12/1993	\square
Age 16		National Body	01/01/1994	31/12/1994	\square
Age 15		National Body	01/01/1995	31/12/1995	\square
Age 14		National Body	01/01/1996	31/12/1996	\square
Age 13		National Body	01/01/1997	31/12/1997	\square

4. To add a new Age Group, click on Add in the top right corner.

Age Groups

Age Group Name	Age Group Gender	Added By	DOB Start Range	DOB End Range	Active
Age 21		National Body	01/01/1989	31/12/1989	5
Age 20		National Body	01/01/1990	31/12/1990	2

5. The 'Add New Age Group' screen will appear. Type the name of the Age Group in the 'Age Group Name' field.

6. Enter the Date of Birth (DOB) range for the age group. For example, if the Age Group is 30 - 39 year olds for the 2021 season, the DOB start date will be 1 January 1983 and the DOB end date will be 31 Jan 1992. All members registered to the 2021 season (manually by the administrator or via the online registration form) with a date of birth within this date range will be automatically allocated to the 30 - 39 age group.

7. Select a gender from the 'Gender' drop-down list (compulsory).

to modify, change the details in the boxes	pelow, when you have finished, press the Update Age Group button.	
Age Group Details		
Age Group Name *		
Date of Birth Start Range *	Day	
	Month	*
	Year	•
	Older end of Date Range(eg 01 - Jan - 1970)	
hate of Birth End Range *	Пау	•
are of bit in End hange.		
	Month	•
	Year	•
	Younger end of Date Range(eg 31 - Dec - 2000)	
Gender*		
ge Group Active	Female Male	
	Mixed	
Update Age Group	Indite opecified	

8. Click on Update Age Group.

Age Group Active	
Update Age Group	
Click here to return t	st of Age Groups

9. A confirmation message will appear - 'Record Updated Successfully'. Click on the Click here link to return to the list of Age Groups.

Record added successfully

10. You will be returned to the list of Age Groups which will show the newly created Age Group.

Note: The date of birth ranges for these age groups <u>MUST be</u> <u>updated</u> prior to every new season otherwise members will register into the same age group as the season previous, so please be sure to change these before your next season starts so members register into the correct age groups for the new season.