

## Add and Edit Members

Last Modified on 29/03/2022 4:37 pm AEDT

If you are accessing Membership at the association level or above, it is recommended that you navigate down to the club or team level of the database to add new member records. By adding a member directly to a club or team, it then allows you to assign the member to matches and record scores and statistics for the player. This enables you to keep track of the player's career history - number of games played, career statistics, etc.

### Add a New Member

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

**Please note:** this is unavailable for AFL.

1. Navigate to the club (or team) that the player belongs to.
2. From the club or team-level menu, click on **Members** and from the drop down menu select **List Members**.

The screenshot shows the 'GameDay Passport Training' web interface. At the top, there is a navigation bar with the text 'GameDay Passport Training Association' and a note: 'Currently viewing new layout of GameDay Passport (BETA version). For more information [click here](#).' Below the navigation bar is a sidebar menu with the following items: Dashboard, Members (with a dropdown arrow), List Members (highlighted with a red arrow), Duplicate Resolution, Member Rollover, Transfer Member, Card Printing, Player League Stats, and Contracts. The main content area displays the 'GameDay Passport Training' logo, a button labeled 'Add/Edit Logo', and contact information for a club: 'Details Edit', 'Contacts Edit', 'Address: Level 12/89 Hilner St, Melbourne, VIC, AUSTRALIA, 3000, +614999322423 (Phone)'.

3. The list of members that belong to that club (or team) will appear. Click on the Add button in the top right hand corner of the Member List.



## Members in Association

Showing Family Name Including  Season  Age Group  Status  Member Type  Gender

	Active in Association	Legal Firstname	Family name	Date of Birth	Different Identity	Gender Identity	Assigned G...
	<input checked="" type="checkbox"/>	a	a	08/08/1994			Male
	<input checked="" type="checkbox"/>	a	a	18/07/2015			
	<input checked="" type="checkbox"/>	Paula	Alvarado	17/09/2000			Female
	<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002			Female
	<input checked="" type="checkbox"/>	Alyssa	Baldwin	08/01/2017			Female

NOTE: if you cannot see an **ADD** button:

- If you are a **club or team** it means that your league has restricted admins from being able to added manually and actually need to register via a form - please contact your league directly to work out the best way to add members manually.
- If you are a **league**, it means that your sport has restricted leagues and clubs to add members manually and wants them to use a registration form instead. If you need to add members manually please discuss this with your state or national body.

4. A blank form will open for creating a new member record. Enter the details in the fields provided, and ensure that all fields marked with a red asterisk are completed, as these are compulsory fields. The member fields and field settings are determined by the association via Configuration > Field Settings.

## Add New Member

Add information in the boxes below. When you have finished, press the 'Add Member' button

**Add Member**

Personal Details

Legal Firstname \*

Family name \*

Date of Birth \*

Day

Month

Year

5. Click on Add Member.

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Email \*

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Confirm Email \*

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Identification

Passport Nationality

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Birth Certificate Number

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Other Details

Country of Birth \*

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Hide From Public Display  (Note: This is not immediate and will rely on the association to next publish their changes. People may also be hidden by other means set by the association)

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6. A message will appear, confirming that the member has been successfully added to the database. From here you can click on one of the links provided to either 'Display details for the member' or 'Add another Member'.

## Add New Member

Member Added Successfully

[Display Details for Tom Holland](#)

**or**

[Add another Member](#)

**Note:** Member records cannot be deleted. Member records can however be made 'inactive'. Click here for instructions on how to change a member's status to inactive.

## Edit a Member's Details

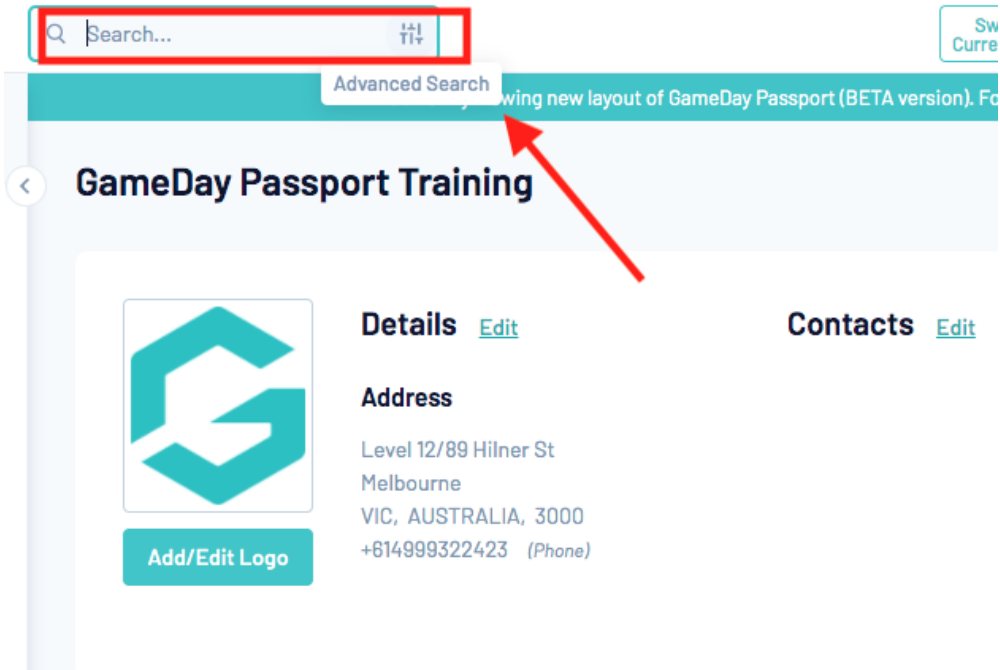
Member records can be edited, so long as the association has set the field to 'editable' in the Field Settings.

To edit a member record:

1. Click on **Members** in the menu and select **List Members**.








2. Locate the member record that you want to edit (you can use the search box or 'Advanced Search' options to quickly locate a specific member record).



3. Click on the View Record button next to the name of the member you want to change/update details for.

## Members in Association

Showing Family Name Including  Season **2021** Age Group **-All Age ...** Status **Active** Member Type **All** Gender **All Genders**


	Active in Association	Legal Firstname	Family name	Date of Birth	Different Identity	Gender Identity	Assigned G...
	<input checked="" type="checkbox"/>	a	a	08/08/1994			Male
	<input checked="" type="checkbox"/>	a	a	18/07/2015			
	<input checked="" type="checkbox"/>	Paula	Alvarado	17/09/2000			Female
	<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002			Female
	<input checked="" type="checkbox"/>	Alyssa	Baldwin	08/01/2017			Female

Showing all 103 rows

Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

4. The member's record will open. Click on Edit.

## Tom Holland



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

Assigned Gender at Birth: Male

Date of Birth: 03/03/1997

[Add Photo](#)

5. Enter the new information into the fields, or change any existing information, and click on Update Member.

Legal Firstname \*

Tom

Family name \*

Holland

Date of Birth \*

3

Mar

1997

Assigned Gender at Birth<sup>①</sup>

\*

Male

Update Member

