

# How do I add a document to a member's record?

31/07/2025 3:10 pm AEST

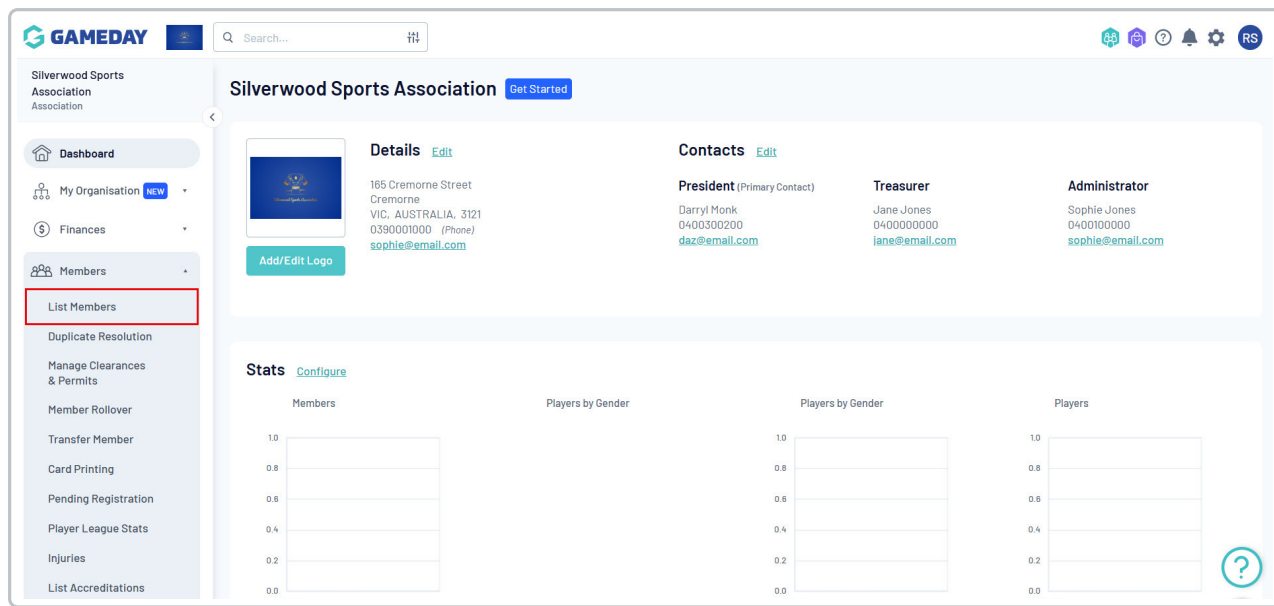
## Overview

Administrators can upload and store important files directly to a member's record within GameDay. This feature is useful for keeping digital copies of documents such as birth certificates, player contracts, medical forms or any other document associated with a specific member.

## Step-by-Step

### Step 1: Navigate to the Member's Record

In the left-hand menu, click **Members** and then select **LIST MEMBERS** from the sub-menu.



From the list, locate the member you wish to add a document to and click the **VIEW** (magnifying glass) icon to open their record.

**GAMEDAY** Search... RS

**Members in Association** ADD View Member Profile Portal

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	Gender Identity	Gender at Birth
<input checked="" type="checkbox"/>	Uriah	Acosta	07/08/2002	Female	Female
<input checked="" type="checkbox"/>	Sylvester	Allison	06/01/2019	Male	Male
<input checked="" type="checkbox"/>	Chiquita	Booker	10/12/1984	Female	Female
<input checked="" type="checkbox"/>	Hakeem	Bush	17/05/2012	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Kadeem	Bush	23/04/2006	Female	Male
<input checked="" type="checkbox"/>	Eleanor	Cannon	01/11/2010	Female	Female
<input checked="" type="checkbox"/>	Kay	Chan	04/10/1975	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Hammett	Chavez	22/09/1996	Non-binary/gender fluid	Female

## Step 2: Go to the Documents screen

Once you are on the member's profile page, click **DOCUMENTS** in the menu on the left

**GAMEDAY** RS

**Chiquita Booker** Mark as Duplicate Member Cards

**Dashboard** **Documents** NEW Types Accreditations Transactions Tags Medical Tribunal Clearances & Permits Member History Statistics

**Member Summary** Edit

Gender at Birth: Female  
Gender Identity: Female  
Date of Birth: 10/12/1984

**Contact Details** Edit

Address: 81 South Old Court  
Velit voluptatum eaque  
eaque voluptatum  
Non libero sapiente eos  
dicta similique maxime,  
SIERRA LEONE. Maxime  
quia lor

Mobile: +1(749) 104-7081  
Email: fahaso@mailinator.com

**Registered**

Registered in Current Season: 2025 as  
Player

**Other Clubs**

Bears FC (Player)

**Other Details**

Country of Birth: ISRAEL

## Step 3: Initiate the document upload

On the **Documents** page, click the **ADD DOCUMENTS** button located in the top-right corner

**GAMEDAY** RS

**Documents** ADD DOCUMENTS

Type	Document Name	Size	File Type	Date/Time Added	View	Delete
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#### Step 4: Complete the details and upload the file

Fill in the required information:

- Enter a **Document Name**.
- Select a **Document Type** from the dropdown menu.
- Click **Choose file** and select the document from your computer.
- Set the **Viewable by** permission level.

Once complete, scroll down and click the **UPLOAD** button

New Document

To add a document click the browse button and find the document you wish to upload from your computer. When you have selected the file click the "Upload" button.

Document Name

Medical Notes

Document Type:

Other

Choose file

Medical Notes.jpg

Viewable by

All organisations to which this member is linked

Document Name

Document Type:

Other

Choose file

No file chosen

Viewable by

All organisations to which this member is linked

Document Name

Document Type:

Other

Choose file

No file chosen

Viewable by

All organisations to which this member is linked

Document Name

Document Type:

Other

Choose file

No file chosen

Viewable by

All organisations to which this member is linked

Document Name

Document Type:

Other

Choose file

No file chosen

Viewable by

All organisations to which this member is linked

Document Name

Document Type:

Other

Choose file

No file chosen

Viewable by

All organisations to which this member is linked

Upload

Watch

Your browser does not support HTML5 video.

