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

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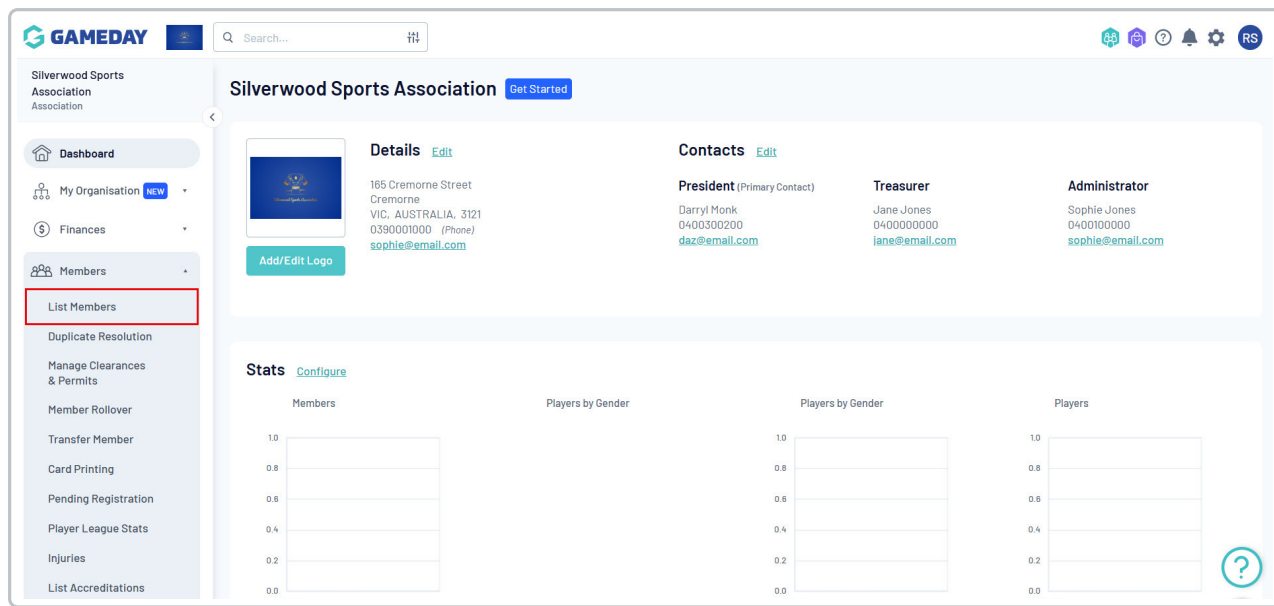
From the list, locate the member you wish to add a document to and click the **VIEW (magnifying glass)** icon to open their record.

Step 2: Go to the Documents screen

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

Step 3: Initiate the document upload

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

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

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	Choose file No file chosen
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Document Name	
Document Type:	Other
	Choose file No file chosen
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Upload

Watch

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