



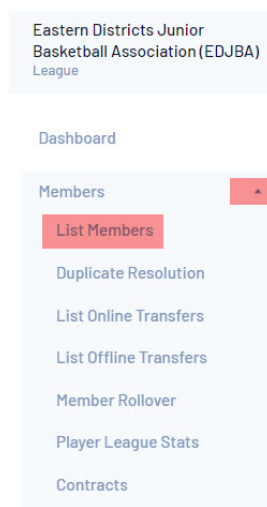
How do I add a document to a member's record?

Last Modified on 09/11/2023 12:20 pm AEDT

To attach a document to a member's record:

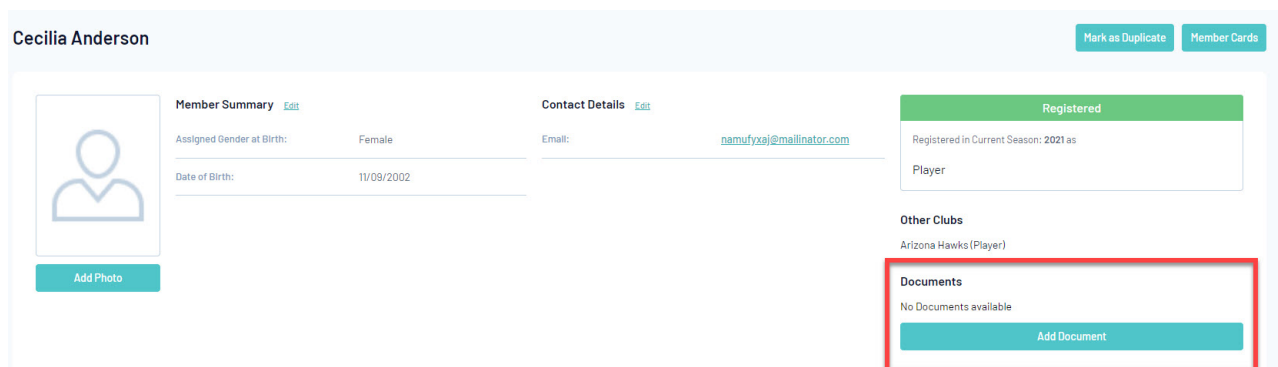
Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. Click on the drop down arrow against Members in the menu and select List Members.



2. Locate the member record that you want to edit and Click on the View Record button next to the name of the member you want to add a document to.

4. From the member's 'Dashboard', click on Add Document.



The member's 'Documents' screen will open. This screen enables you to upload up multiple documents at once.

5. In the 'Document Name' field, type in the name or a description of the document.

6. Click on CHOOSE FILE to locate and select the document from your computer's file directory.

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

No file chosen

Viewable by

Document Name

No file chosen

Viewable by

Document Name

No file chosen

Viewable by

7. From the 'Viewable By' drop-down list, select your preference for the levels of the database that can access the document:

- All organisations to which this member is linked (eg. the member's team, club, association, zone, state body and national body)
- Only to this Association/ Club/ Team
- Organisations (Association/ Club/ Team and above) to which this member is linked (your level plus all levels above in the database)

8. Click on **Upload**.


9. The page will refresh and the uploaded document/s will appear in a list at the top of the page.

Documents

Working With Childrens	76 KB	pdf	24/03/2022 11:18	(Delete)
Police Check	142 KB	csv	24/03/2022 11:18	(Delete)

10. The document can be opened by clicking on the document name from either the member's 'Add Document' page or on their Dashboard

Cecilia Anderson Mark as Duplicate Member Cards



Member Summary [Edit](#)

Assigned Gender at Birth: Female

Date of Birth: 11/09/2002

Contact Details [Edit](#)

Email: namufyxj@mailinator.com

Registered

Registered in Current Season: 2021 as Player

Other Clubs

Arizona Hawks (Player)

Documents

- [Working With Childrens](#)
- [Police Check](#)

Delete a Document from a Member Record

To delete a document from a member's record:

1. From the member's Dashboard, click on Add Document.
2. At the top of the page is the list of documents attached to the member's record. Click on **Delete** next to the document that you want to delete.

Documents				
Working With Childrens	76 KB	pdf	24/03/2022 11:18	(Delete)
Police Check	142 KB	csv	24/03/2022 11:18	(Delete)

3. A lightbox will appear asking if you are sure that you want to delete the document. To proceed, click on OK.
 4. The page will be refreshed and the document will be removed.
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