



## Manually register a member to a new season

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The primary method of registering members is through the Online Registration Form, whereby the member fills in a registration form on the club or association's website and can also submit payment for their registration fees. Registering online automatically registers the player to the new season in Membership and updates their details.

**NOTE: if you cannot see this option and you are part of a national sporting body it will mean they want members to register via a form and not manually - please speak to your sporting body if you have any issues with this.**

**If you are a private provider and can't see this option please speak to our support team who can turn this on for you. If you are a club please speak to your association as they will need to enable it from their level first.**

However, if a club or association does not choose to use the online registration form, they can register a member to a new season manually. To do this:

**This process is if the member already exists within the database in a previous season and they just aren't registered for the current season. [Click here](#) to add a member who has never been registered before.**

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 'Members' in the menu and from the drop-down options select 'List Members'.



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Members

List Members

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Member Rollover

Transfer Member

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2. The Member List will appear. Click on the 'View' button next to the member that you want to register.

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

Active in Association	Legal Firstname	Family name	Date of Birth	Different Identity	Gender Identity	Assigned Gender ...	Club #	Active in Club
<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002			Female	23	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Aidan	Branch	10/05/2001			Male		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lane	Caldwell	07/08/1972			Male		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Oiga	Outierrez	27/10/1999			Male		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Willa	Outierrez	27/12/1986			Female		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lana	Merritt	18/11/1976			Female		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Austin	Ochoa	15/08/1971			Female		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Autumn	Stevens	25/11/1975			Female		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Alexander	Wilkinson	20/06/2012			Female		<input checked="" type="checkbox"/>

3. The member's record will open. If they are not registered in the 'New Registration Season', this will be shown to the right hand side, with the words 'Not Registered' highlighted in red.

Bassil Mark as Duplicate

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

Assigned Gender at Birth: Male

Date of Birth: 24/11/2011

[Add Photo](#)

**Contact Details** [Edit](#)

Address: Level 9, 176 Wellington Parade, Wynn Vale SA, 5127

Home Phone: 9999 9999

Mobile: 9999 9999

Email: [noreply@sportstg.com](mailto:noreply@sportstg.com)

**Not Registered**

Not Registered in Current Season: 2021 [Register](#)

**Other Clubs**

Pedare

**Documents**

No Documents available

[Add Document](#)

4. Below 'Not Registered', click on Register.

The screenshot shows a user interface for a 'Not Registered' member. At the top right, there is a teal button labeled 'Mark as Duplicate'. Below this is a red header bar with the text 'Not Registered'. Underneath the header, there is a white box containing the text 'Not Registered in Current Season: 2011' and a teal button labeled 'Register' which is highlighted with a red rectangular box. Below this box, there are sections for 'Other Clubs' (listing 'Pedare'), 'Documents' (stating 'No Documents available'), and an 'Add Document' button at the bottom.

5. The options for the season registration will appear. These include:

a. Season name (compulsory): the 'New Registration Season' will appear selected by default. If you wish to change it, select the appropriate season from the drop-down list.

b. Participated in this Season: make sure this is set to YES.

c. Age Group: Assign an age group to the member's season record.

d. Select the member type and financial status for the member's season record - Player, Player Financial, Coach, Coach Financial, Match Official and Match Official Financial.

To modify this information change the information in the boxes below and when you have finished press the 'Update Season Summary' button.

**Note:** All boxes marked with a \* are compulsory and must be filled in.

Details

Season Name

Season Name *	2021
Registered for this Season?	Yes
League Season Member Package	
Age Group	Adult (1 Jan 1913 - 31 Dec 2002)(Inactive)
Player In League?	<input checked="" type="checkbox"/>
Player Financial In League?	<input type="checkbox"/>
Date Player created In League	
Coach In League?	<input type="checkbox"/>
Coach Financial In League?	<input type="checkbox"/>
Date Coach created In League	

6. Click on 'Update Season Summary' to complete the registration to new season.

Member should now be listed in the new season - you will also need to [add season records](#) for this member in

the new season as you have manually added them.

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