GAMEDAY

How do I view/edit a member's season history?

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Seasons are an integral part of Gameday Membership. All member registrations and all competitions must be linked to a season.

NOTE: In order for members to be added into competitions and teams they MUST have an ASSOCIATION and CLUB season summary. If they only have one or the other they will not be able to be added to teams or displayed correctly at either level.

A member can be registered to a season in one of two ways:

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

1. By the database administrator

2. By the member themselves through the online registration form

When a member is registered into a season, it creates a new 'season record' for that member.

View a Member's Season Information

To view a member's season information:

1. Open the member's record.

2. Click on Member History in the menu and select Seasons.

3. The member's 'Season Summary' page will appear. The information on this page will be broken down into 3 areas - (1) Association Summary, (2) Club Summary, and (3) Full Summary (combination of both Association and Club season information).

Season Summary

Association Summary

	Season	Association Name	Association Season Member Package	Age Group	Player in Association?	Coach in Association?	Manager in Association?	Misc in Association?	Volunteer in Association?
🗐	2021	GameDay Passport Training		Age 8	☑				

Add Season Record

Club Summary

	Season	Club Name	Club Season Member Package	Age Group	Player in Club?	Coach in Club?	Manager in Club?	Misc in Club?	Volunteer in Club?
🗐	2021	Arizona Hawks		Age 8					
🗐	2021	Austin Crows		Age 8	☑				

Add Season Club Record

Full Season Summary

Season	Association Name	Club Name	Season Member Package	Age Group	Player?	Coach?	Manager?	Misc?	Volunteer?
2021	GameDay Passport Training			Age 8	☑				
2021		Arizona Hawks		Age 8					
2021	GameDay Passport Training	Austin Crows		Age 8	☑				

Add a new Season Record

If you are able to do this it may mean your association/league has prevented you from doing this or your sporting body does not allow the association/club to be able

If the member has participated in a season at association or club level but does not have a record for that season, you can add it in.

1. To add a season record at the **club level**, click on Add Season Club Record below 'Club Summary'.

Club Summary

	Season	Club Name	Club Season Member Package	Age Group	Player In Club?	Coach In Club?	Manager In Club?	Misc In Club?	Volunteer In Club?
	2021	Arizona Hawks		Age 8					
	2021	Austin Crows		Age 8	☑				

Add Season Club Record

2. Enter the details of the season record.

The following fields need to be filled out in order for the member to be registered correctly to the current season.

- **Season name:** select the current season
- **Registered for this season:** YES
- **Club:** select the relevant club they are part of
- Tick the relevant **member type** they are for the season

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

Club Name *   Arizona Hawks

Club Season Member Package

Age Group   Choose Age Group

Player In Club?   ☑

Player Financial In Club?   ☐

Date Player created in Club

Coach In Club?   ☐

Coach Financial In Club?   ☐

Date Coach created in Club

3. Click on Update Season Summary.

4. A message will appear confirming the addition of the new season record. Click on Return to Member Record.

5. To add a season record at the **association level**, click on Add Season Club Record below 'Association Summary'

If you are a club you will need to speak to your association/league and get them to add a record at their level if there is not one for the current season.

6. Enter the details of the season record.

The following fields need to be filled out in order for the member to be registered correctly to the current season.

- **Season name:** select the current season
- **Registered for this season:** YES
- Tick the relevant **member type** they are for the season

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 ▾
Association Season Member Package	▾
Age Group	Choose Age Group ▾
Player in Association?	✓
Player Financial in Association?	☐
Date Player created in Association	
Coach in Association?	☐
Coach Financial in Association?	☐
Date Coach created in Association	

7. Click on Update Season Summary.

8. A message will appear confirming the addition of the new season record. Click on Return to Member Record.

Edit a Member's Season Information

An association is able to edit a member's season information at both the association and club level. A club can edit a member's season information at their own club level.

> **If you are able to do this it may mean your association/league has prevented you from doing this or your sporting body does not allow the association/club to be able to edit this season history, so please speak to them about this.**

To edit a season record for a member:

1. Open the member's record.

2. Click on Member History in the menu and select Seasons.

3. The member's 'Season Summary' page will appear. Go to the Association Summary or Club Summary and find the season record that you want to edit. Click on the Edit icon next to the season record that you want to edit.

Season Summary

Association Summary

	Season	Association Name	Association Season Member Package	Age Group	Player In Association?	Coach In Association?	Manager In Association?	Misc In Association?	Volunteer In Association?
🔲	2021	GameDay Passport Training			☑				

Add Season Record

Club Summary

	Season	Club Name	Club Season Member Package	Age Group	Player In Club?	Coach In Club?	Manager In Club?	Misc In Club?	Volunteer In Club?
🔲	2021	Arizona Hawks			☑				
🔲	2021	Austin Crows		Age 8	☑				

Add Season Club Record

4. The season record will open. Click on Edit Details at the bottom of the page.

Official in Association?	No
Official Financial in Association?	No
Date Official created in Association	
Misc in Association?	No
Misc Financial in Association?	No
Date Misc created in Association	
Volunteer in Association?	No
Volunteer Financial in Association?	No
Date Volunteer created in Association	

Edit details

5. The following fields are read-only and cannot be edited - 'Season Name', 'Club Name' and 'Date Player Created in Club'. All other fields can be edited. Update the editable fields and click on Update Season Summary.

6. A confirmation message will appear - 'Record updated successfully'. Click on Return to Member Record.