



# How do I hide a member record from public display?

Last Modified on 09/11/2023 12:26 pm AEDT

## Hide member from public display

Club and league administrators now have the ability to mark members to be hidden from the public Gameday websites.

**Note: this field is configured at league/association level from which the league can choose a setting for this field for clubs. If you are a club and cannot see this field please contact your league to get it enabled.**

1. Log into the league/association database
2. Settings cog > settings
3. Select **field configuration**

### Configuration

These configuration options allow you to modify the data and behaviour of the system.

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**Field Configuration**

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4. Under the **member fields** tab, scroll down to the bottom of the list and click on the **hide from public display** field

<b>Hide From Public Display</b>	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
For my level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
For levels below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The admin then has the ability to set this field how they would like and if they would like clubs to be able to do this for members as well.

We recommend that leagues set this field to **editable**.

- **For my level** - this is for your association level

- **For levels below** - this is for the club level - if this option is set to editable this will allow clubs themselves to be able to tick/untick this checkbox if a member ever comes to them and asks to be removed from the website- it saves the association having to do it. However if you would only like your level (league/association) to be able to add/remove people from the website keep this field set to **let levels below choose**.

5. Click save once you have selected your option

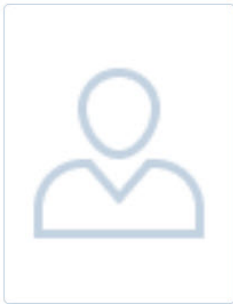
To see this field within a members profile:

6. Members > list members

7. Click into the relevant member

8. Contact details > edit

## Paula Alvarado



[Add Photo](#)

### Member Summary [Edit](#)

Assigned Gender at Birth:	Female
Date of Birth:	17/09/2000

### Contact Details [Edit](#)

Email:

9. Click on **other fields** and then the **hide from public display** field should be visible.

## Paula Alvarado

If you are having trouble saving this, please check you have all elements in other pages completed. To easily do this use the "Show All" tab at the far right.

Personal Details   Contact Details   Identification   **Other Details**   Show All

Add/Edit Photo

To modify, change the details in the boxes below. When you have finished, press the 'Update Member' button.

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

Documents

Other Details

Add Document

Country of Birth \*

BELIZE

Hide From Public Display



(Note: This is not immediate and will rely on the association to next publish their changes. People may also be hidden by other means set by the association)

Update Member

10. Tick this box and then on the next publish to web the member will be removed from the website.

To unhide a member from the website, untick this box and then do a publish to web.

*Note: if this box is ticked, the association will need to **publish to web first** in order for this member to be removed from the website, so if you are a club, please contact the league directly.*