

How do I receive payment and registration notifications?

13/06/2025 12:28 pm AEST

If an admin wants to receive email notifications after members have paid and registered online, they can do so via settings these responsibilities within the contact section of the database.

1. Log into your club or association database.
2. On the home dashboard click **EDIT** against **CONTACTS**.

GameDay Passport Training



Add/Edit Logo

Details [Edit](#)



Contacts [Edit](#)

If you currently don't have any admins added here, you will need to do so via adding them into the roles and make sure an email address is listed.

3. Click the **drop down arrow** against the relevant admin role.
4. Tick the **FINANCE & PAYMENTS** as well as the **REGISTRATIONS** responsibility checkbox.

Board or Committee Roles	Functional Responsibilities								
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
▼ President Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Vice President Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Treasurer									
Firstname: <input type="text" value="Test"/>									
Surname: <input type="text" value="Treasurer"/>									
Gender: <input type="text" value="None Specified"/>									
Email: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile: <input type="text"/>									
Publish on Locator: <input type="checkbox"/>									

5. Click **SAVE**.

Once a member registers this admin will receive these notifications.