



## How do I view a member record?

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Member records or member profiles can be viewed if admins would like to view member information like contact details, medical information, and fields filled out within the registration form.

To view an individual member record:

1. Click on **Members** in the menu and select **LIST MEMBERS**

The screenshot shows the GameDay Passport Training Association admin interface. The sidebar on the left has 'List Members' highlighted under the 'Members' section. The main content area shows the 'Details' page for a member, including their profile picture, contact information, and a list of roles: President (Margaret Bell), Vice President (Barry Driscoll), and Treasurer (Melissa Boyle). There are also 'Stats' and 'Configure' options at the bottom.

2. Locate the member record that you want to view, and click the **VIEW** (magnifying glass) icon next to the member's name.

The screenshot shows the 'Members in Association' table. A magnifying glass icon is highlighted next to the first member's name, 'Reubenad Adams'. The table has columns for 'Active in Association', 'Legal Firstname', 'Family name', 'Date of Birth', 'Assigned Gender a...', and 'Telephone Number (Mobile)'. There are also filters for 'Showing Family Name Including', 'Season', 'Age Group', 'Status', 'Member Type', and 'Gender'.

Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender a...	Telephone Number (Mobile)
<input checked="" type="checkbox"/>	Reubenad	Adams	24/01/2010	Male	
<input checked="" type="checkbox"/>	Colton	Bailey	21/02/2010	Female	
<input checked="" type="checkbox"/>	Hunter	Barr	22/02/2014	Female	

3. You will be then taken to the member record, where you can view generic member and contact information. You may also be able to see other information as well at the bottom of the dashboard.

**Brock Bell**

[Mark as Duplicate](#)
[Member Cards](#)



[Add Photo](#)

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

Assigned Gender at Birth:	Female
Gender Identity:	Female
Date of Birth:	19/04/2000
Nationality:	SAINT HELENA

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

Address	165 Nobel Boulevard Fugit asperiores mollit voluptatem architecto aut Commodi rem possimus praesentium quisquam voluptatum in et eius qui recusandae Aut voluptatem Omn Reiciendis laborum praesentium assumenda suscipit , GUATEMALA, Dolores velit a
Home Phone:	+1(146)341-4188
Mobile:	+1(291)759-3112
Email:	<a href="mailto:xyhafudon@mailinator.com">xyhafudon@mailinator.com</a>

Registered

Registered in Current Season: **2023 Season** as  
**Player**

**Documents**  
No Documents available

Add Document

**Identification**

Passport Nationality	SAINT HELENA
Birth Certificate Number	371

**Other Details**

Country of Birth	UNITED ARAB EMIRATES
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4. If you cannot see information here, then this will be located within the profile itself. Click the **EDIT** button against **MEMBER SUMMARY** to access the member profile.

**Brock Bell**



[Add Photo](#)

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

Assigned Gender at Birth:	Female
Gender Identity:	Female
Date of Birth:	19/04/2000
Nationality:	SAINT HELENA

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

Address	165 Nobel Boulevard Fugit asperiores mollit voluptatem architecto aut Commodi rem possimus praesentium quisquam voluptatum in et eius qui recusandae Aut voluptatem Omn Reiciendis laborum praesentium assumenda suscipit , GUATEMALA, Dolores velit a
Home Phone:	+1(146)341-4188
Mobile:	+1(291)759-3112
Email:	<a href="mailto:xyhafudon@mailinator.com">xyhafudon@mailinator.com</a>

5. Here you will see several tabs which displays different information, use those tabs to navigate to get the information you need, or click the **SHOW ALL** tab which will show all information a member has filled out within the registration form.

Personal Details	Contact Details	Parent/Guardian	Medical	Home Address Details	Other Details	Unlimited Custom Fields	Show All
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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

ADD DOCUMENT

Personal Details

Active In Association Yes

Legal Firstname\*

Preferred name

Middle name

**NOTE: if you are a club and cannot see information within any of these tabs, it may mean the association has not enabled these fields to be displayed against the members record, so please speak to your association who can adjust these configurations.**

**If you are an association, you can [configure these fields](#) to show this information within the profile. If you are a national and state body as well, these fields can be configured the same way to show on the profile.**