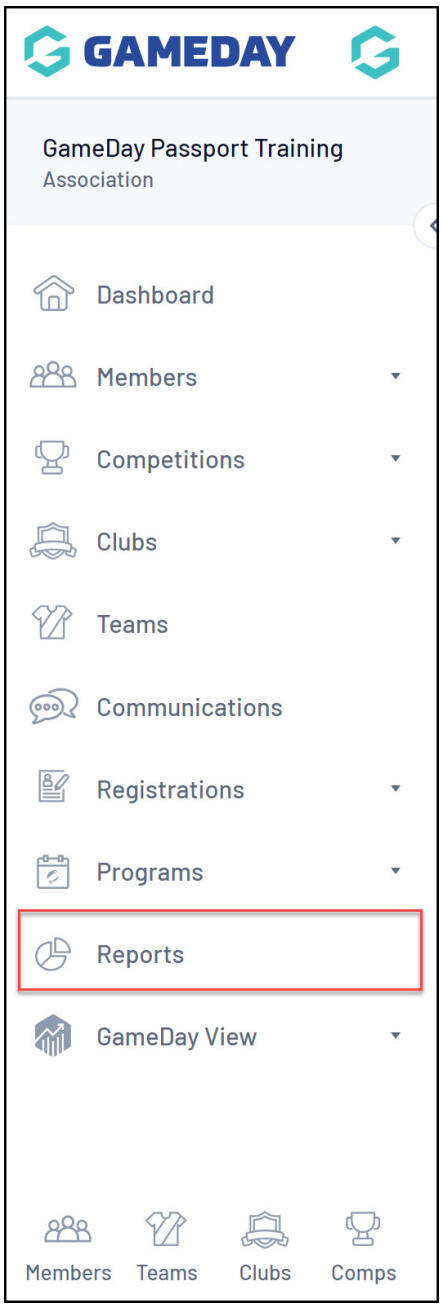
How do I access a member's Opt-in Unsubscribe URL?

16/10/2025 4:11 pm AEDT

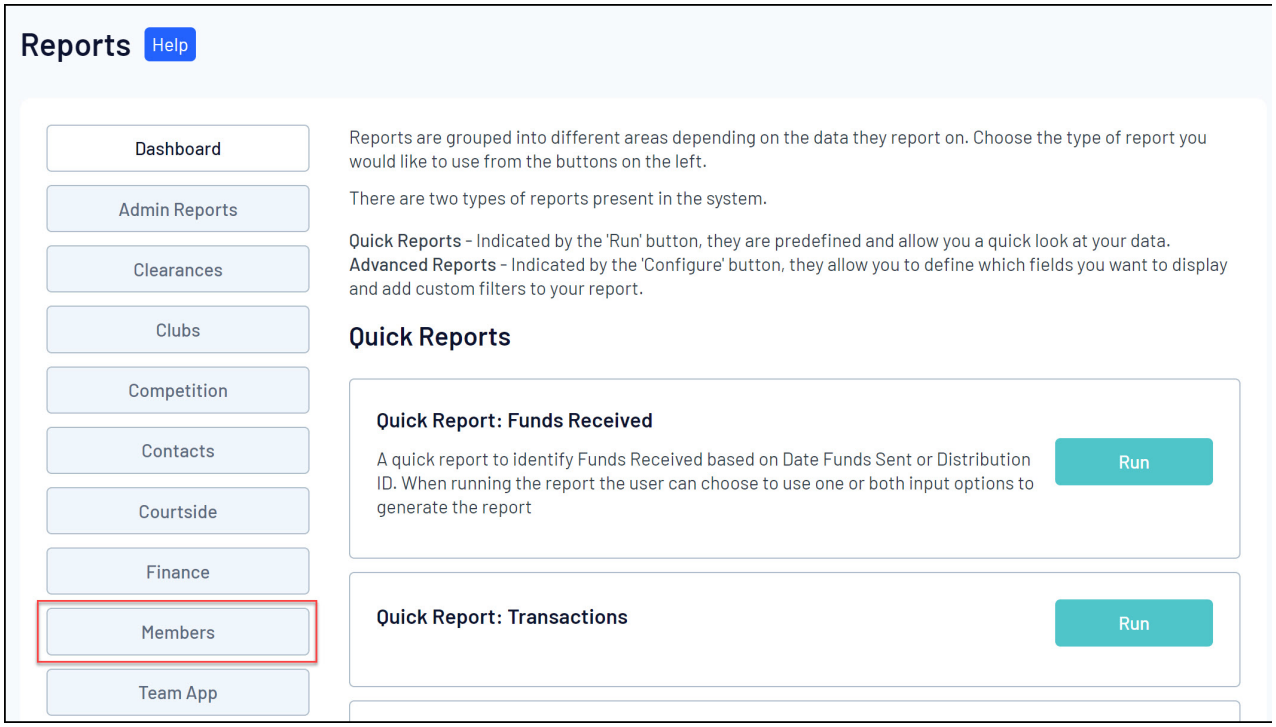
As an administrator collecting registrations and managing members through Passport, you have the ability to find the unique URL for each member if you have created Opt-Ins in your registration process. This allows you to manually send through a URL to specific members who wish to unsubscribe and are unable to do so through sent correspondence.

To find a member's Unsubscribe URL:

1. From your organisation dashboard, click the **REPORTS** option in the left-hand menu

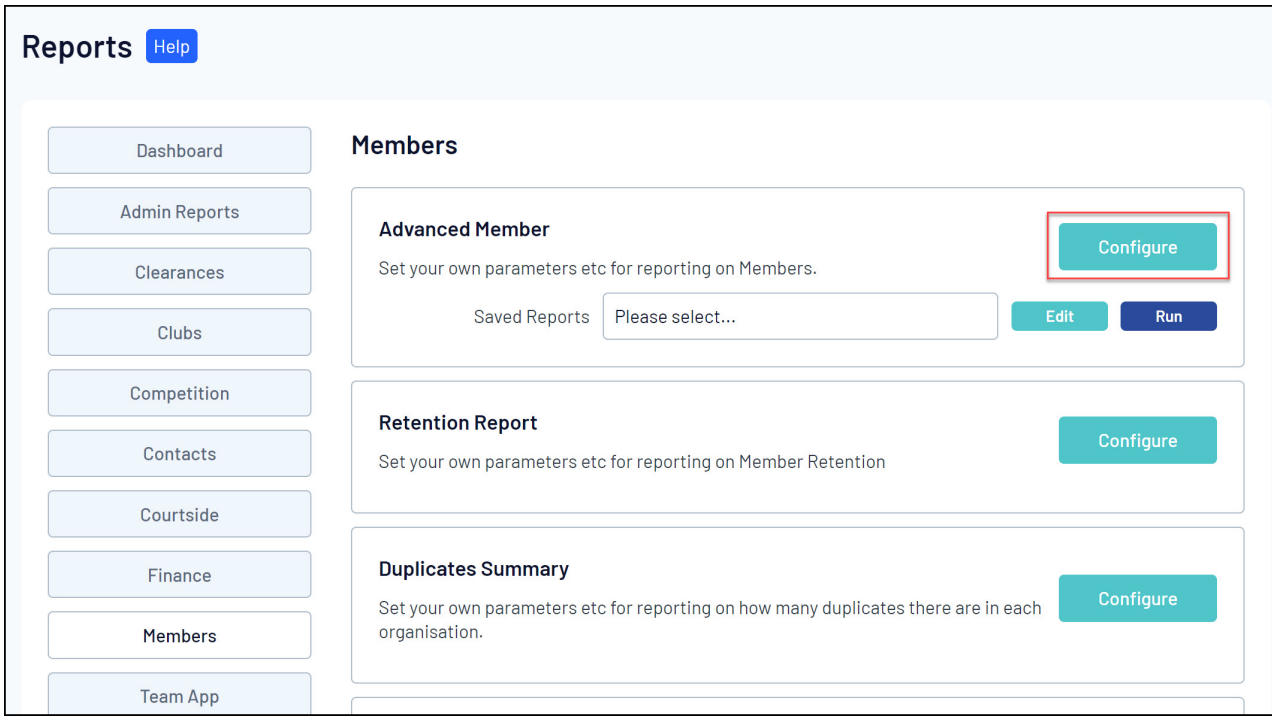


2. Click the **MEMBERS** category



Note: If you cannot find the MEMBERS category, your sport may have re-labelled this to PARTICIPANTS or INDIVIDUALS

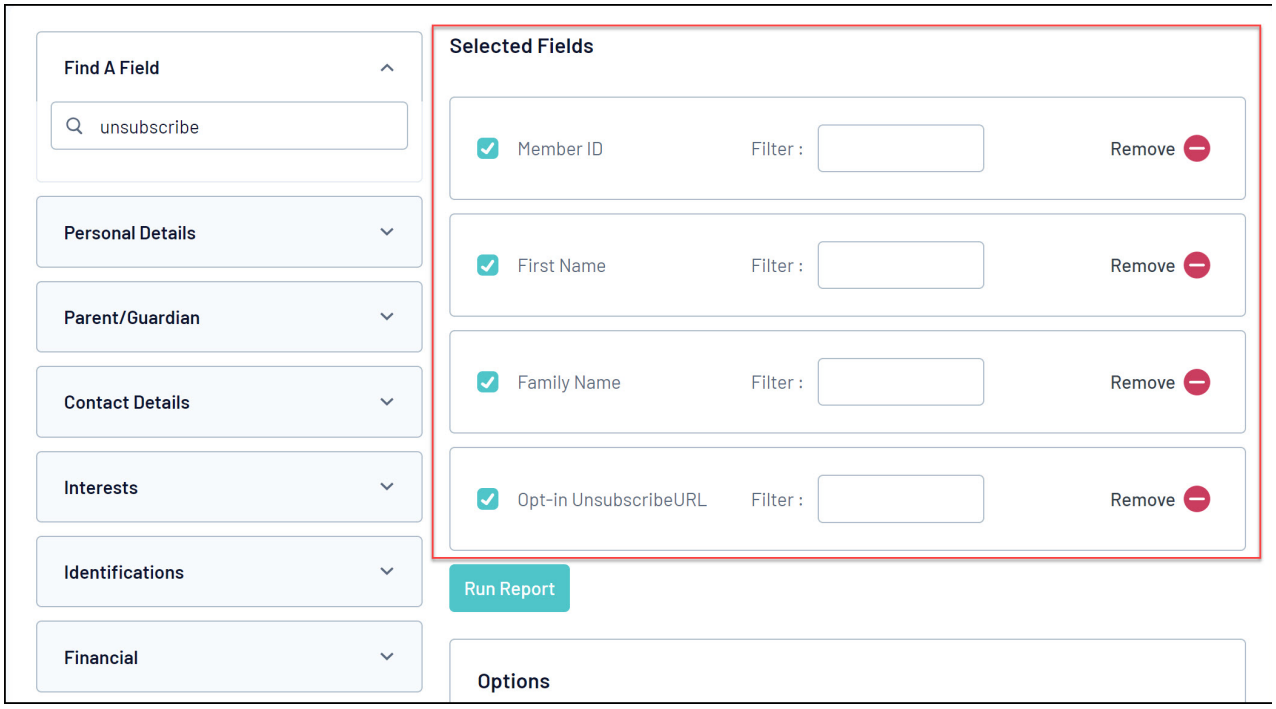
3. Find the **Advanced Member Report**, then click **CONFIGURE**



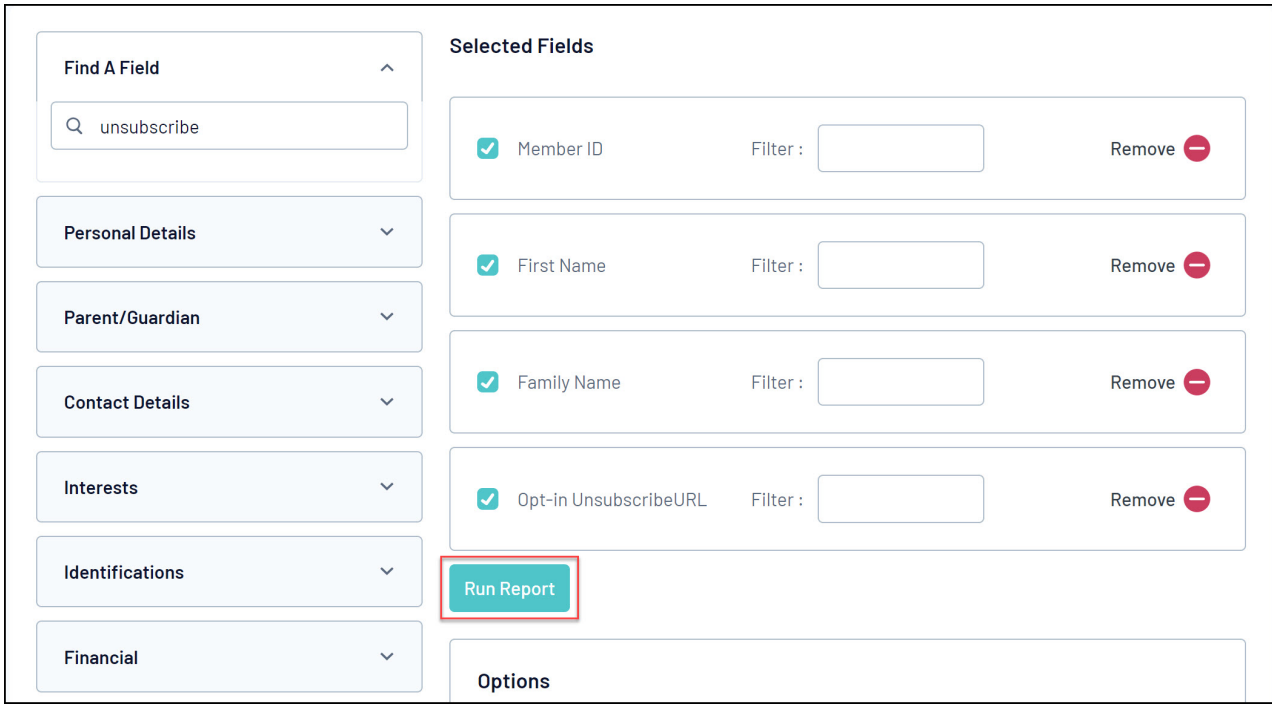
3. Select at a minimum the following fields from the left-hand side, using the **ADD** button to place them in the **Selected Fields** section

- Member ID
- First Name

- Family Name
- Opt-in Unsubscribe URL



4. Click **RUN REPORT**



5. Your report will then open in a new window, and will include a specific Unsubscribe URL for each member found in the report. If a member wishes to unsubscribe to your communications, this is their specific link to do so.

Returned 3 records

Advanced Member

Member ID	First Name	Family Name	Opt-in UnsubscribeURL
21378264	Jack	Simon	https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdy3J0x3RmLnNeySZgZW1rZXI9MqEaNatbNqQnxnVsyG09Nt
21489717	Kenneth	Fox	https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdy3J0x3RmLnNeySZgZW1rZXI9MqE0ODp3MTxnxnVsyG09Nt
21833453	Ian	Goran	https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdy3J0x3RmLnNeySZgZW1rZXI9MqE4MaM0NTMnxnVsyG09Nt
3 rows (Examined 7 ...rows)			

Report Run Mon Oct 23 05:59:53 2023