# GAMEDAY

# How do I edit a member's details?
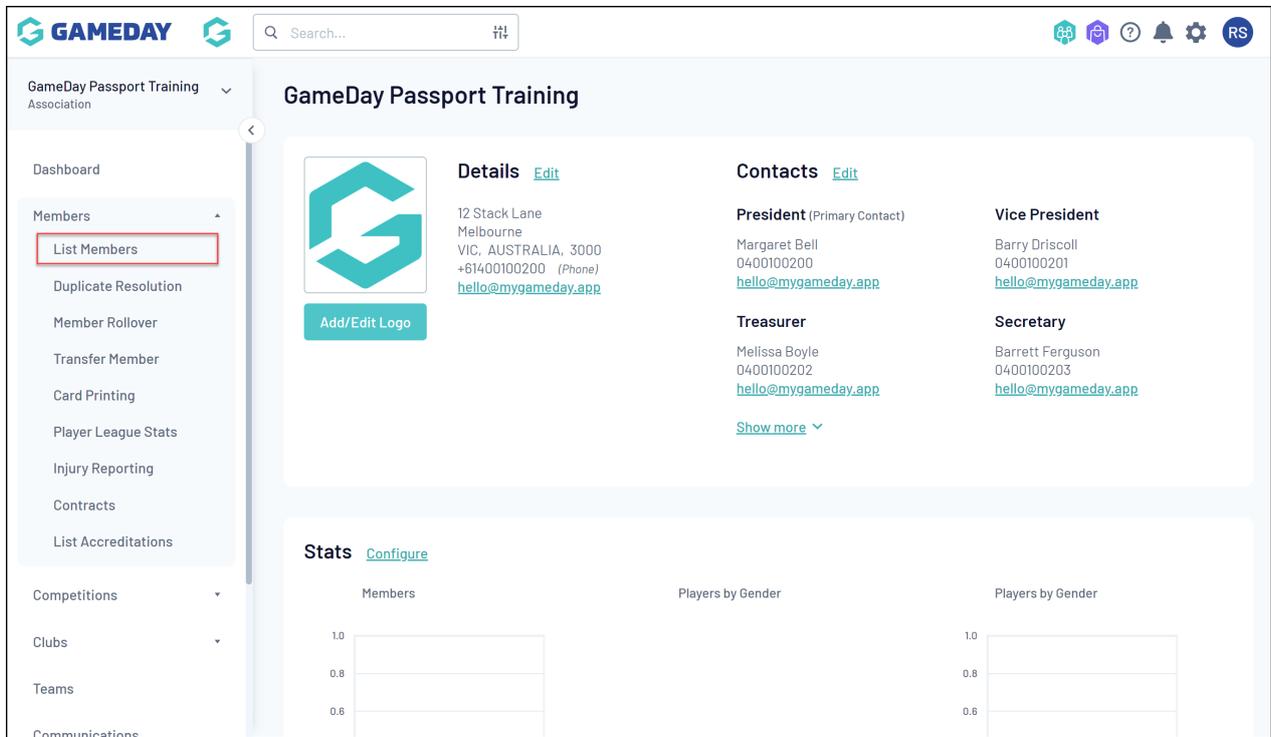
Last Modified on 09/11/2023 12:14 pm AEDT

## Editing a Member Record

Once created, member records can be edited, as long as the organisation has set at least one field to **Editable** or **Compulsory** in the Field Configuration section.

To edit a member record:

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



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

3. The member's record will open. Click the **EDIT** button next to **Member Summary**.



4. Enter the new information into the fields, or change any existing information, then click **UPDATE MEMBER**.