

How do I view/edit a member's details?

17/07/2025 8:51 am AEST

Overview

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

Step-by-Step

Step 1: Navigate to the Member list

In the left-hand menu, click **Members** > **LIST MEMBERS**

The screenshot displays the GAMEDAY interface for Silverwood Sports Association. The left-hand navigation menu is expanded to show the 'Members' section, with 'List Members' highlighted by a red box. The main content area shows the 'Silverwood Sports Association' header with a 'Get Started' button. Below this, there are sections for 'Details' (with an 'Edit' link), 'Contacts' (with an 'Edit' link), and 'Stats' (with a 'Configure' link). The 'Details' section includes a profile picture placeholder, a logo 'Add/Edit Logo' button, and contact information: 165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121; phone number 0390001000; and email address sophie@email.com. The 'Contacts' section lists 'President (Primary Contact)' Darryl Monk (0400300200, daz@email.com) and 'Treasurer' Jane Jones (0400000000, jane@email.com). The 'Stats' section contains three empty line graphs labeled 'Members', 'Players by Gender', and 'Players by Gender'.

Step 2: View the member's record

Locate the member record you want to edit, and on the right-hand side, click the **VIEW** (magnifying glass) icon

Members in Association

If you are seeing 'Potential Duplicate' in the Active field, you may need to resolve duplicates.

Showing Family Name Including: Season: 2025 Age Group: --All Age Gr... Status: All Member Type: All Gender: All Genders

Active in Association	Legal Firstname	Family name	Date of Birth	Gender Identity	Gender at Birth
<input checked="" type="checkbox"/>	Uriah	Acosta	07/08/2004	Female	Female
<input checked="" type="checkbox"/>	Sylvester	Allison	06/01/2019	Male	Male
<input checked="" type="checkbox"/>	Chiquita	Booker	10/12/1984	Female	Female
<input checked="" type="checkbox"/>	Hakeem	Bush	17/05/2012	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Kadeem	Bush	23/04/2006	Female	Male
<input checked="" type="checkbox"/>	Eleanor	Cannon	01/11/2010	Female	Female

Step 3: Edit the member details

The member's record will open. To edit the member's details, click the **VIEW ALL DETAILS** button

Uriah Acosta

Mark as Duplicate Member Cards

Member Summary [Edit](#)

Gender at Birth: Female

Gender Identity: Female

Date of Birth: 07/08/2004

[Add Photo](#)

[View All Details](#)

Contact Details [Edit](#)

Address: 830 East Old Freeway, Melbourne, Victoria, AUSTRALIA, 3000

Mobile: 0400100100

Email: janydik@mailinator.com

Registered

Registered in Current Season: 2025 as Player

Other Clubs

Bears FC (Player)

Other Details

Step 4: Update the member's details

Enter the new information into the fields, or change any existing information. When you have finished, press the **Update Member** button to save your changes

Watch

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