



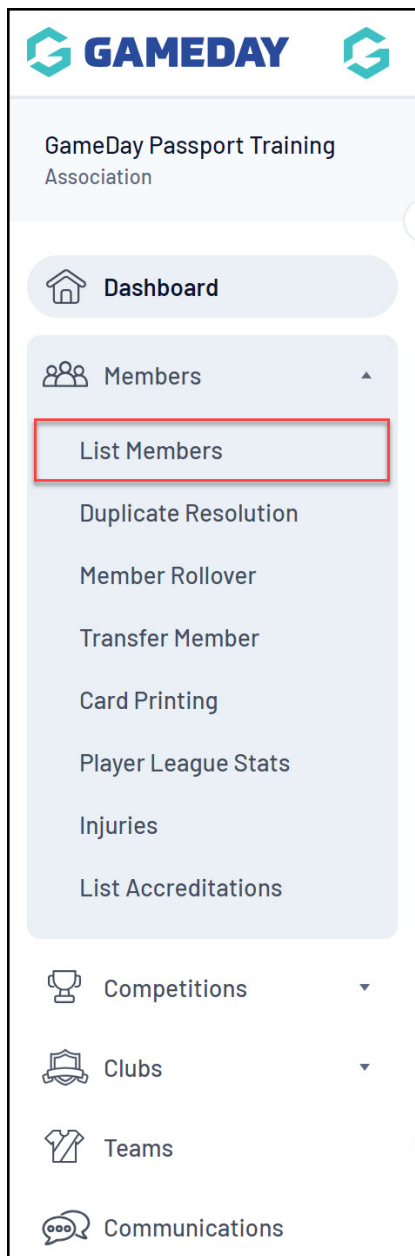
## How do I record a Fitness Test against a member record?

Last Modified on 04/12/2023 3:21 pm AEDT

If you have created Fitness Tests in your database, you can add a record of a Fitness Test to an existing member's record to allow you to keep track of your member's results.

To record a Fitness test to a member's record:

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



2. Use the magnifying glass icon to **VIEW** the relevant member

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[ADD](#)

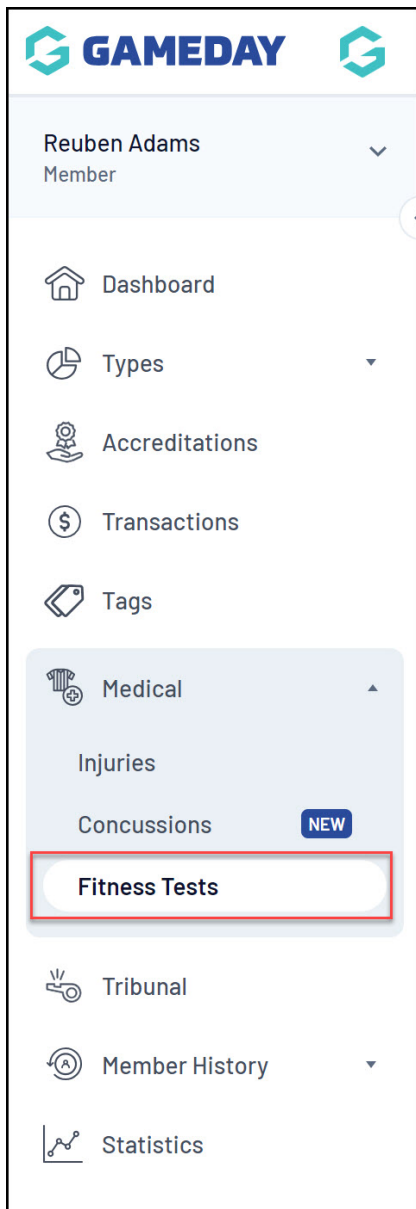
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If you are seeing 'Potential Duplicate' in the Active field, you may need to resolve duplicates.

Showing Family Name Including  Season  Age Group  Status  Member Type  Gender

	Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender...	Telephone Number (Mobile)
	<input checked="" type="checkbox"/>	Reuben	Adams	24/01/2010	Male	
	<input checked="" type="checkbox"/>	Tony	Allman	16/07/2015	Male	
	<input checked="" type="checkbox"/>	Paula	Alvarado	17/09/2000	Female	
	<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002	Female	
	<input checked="" type="checkbox"/>	Andre	Antonio	02/02/1990	Male	
	<input checked="" type="checkbox"/>	Colton	Bailey	21/02/2010	Male	
	<input checked="" type="checkbox"/>	Alyssa	Baldwin	08/01/2017	Female	

3. Click **Medical > FITNESS TESTS**



4. Select the relevant Fitness Test from the drop-down menu, then click **ADD TEST**

The screenshot shows the 'Member Fitness Tests' form. At the top, the title 'Member Fitness Tests' is displayed. Below the title, there is a dropdown menu with '5km Run' selected and an 'Add Test' button. Below the dropdown and button is a table with the following columns: 'Test Name', 'Date Test Taken', 'Tested By', and 'Delete?'. The table is currently empty.

5. Enter the relevant information, including:

- **Tested By:** Enter the name of the individual that conducted the test
- **Date Test Taken:** Enter the date that the test was conducted
- **Statistics:** All other fields included in the list will be taken from the Statistics added to the Fitness Test upon creation. Enter the results of each statistic in the fields provided.

Click **UPDATE FITNESS TEST** when all relevant information has been provided

**Reuben Adams**  
Member

### Add New Fitness Test

To modify, change the details in the boxes below. When you have finished, press the 'Update Fitness Test' button.  
**Note:** All boxes marked with a \* must be filled in.

Test Name: 5km Run

Tested By: Rory Stewart

Date Test Taken\*: 04/12/2023

Completed?: Yes

Time: 30:00:00

**Update Fitness Test**

The member will then have a Fitness Test result recorded against their member record in your Passport database

**Reuben Adams**  
Member

### Member Fitness Tests

--Select a Test-- Add Test

Test Name	Date Test Taken	Tested By	Delete?
5km Run	04/12/2023	Rory Stewart	<b>DELETE</b>

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**Fitness Tests**