

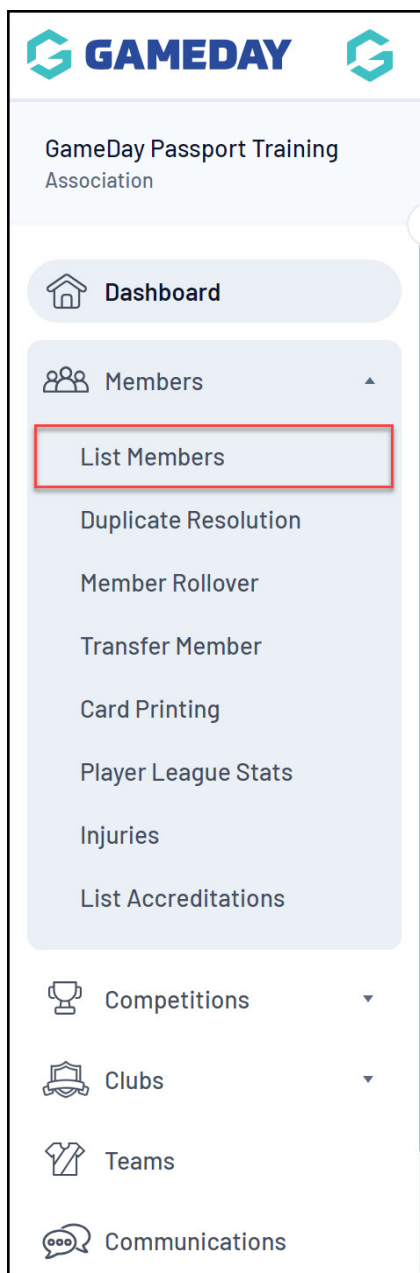
How do I record a Fitness Test against a member record?

25/09/2025 2:57 pm AEST

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

ADD

Members in Association

Help

View Member Profile Portal

NEW

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















--All Seaso...

--All Age Gr...

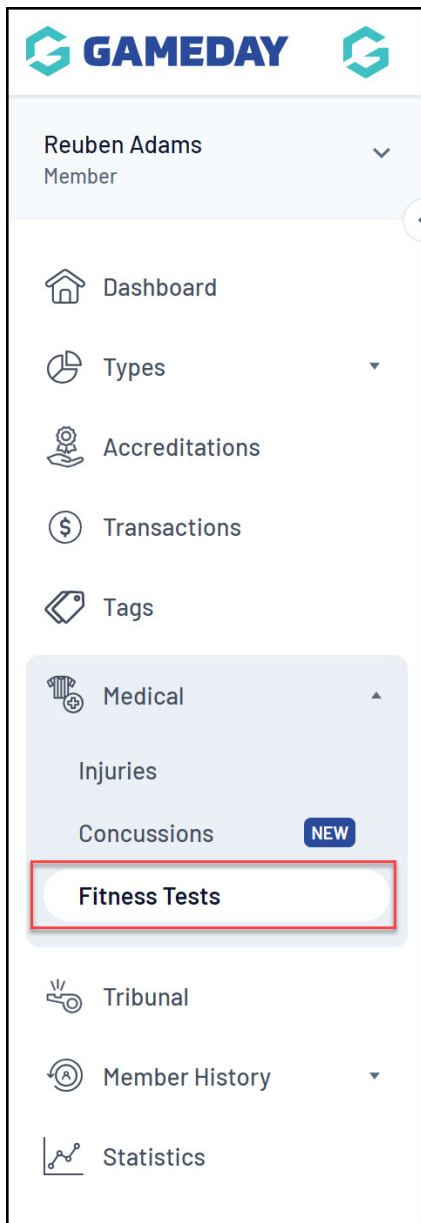
Active

All

All Genders

	Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender...	Telephone Number (Mobile)
		Reuben	Adams	24/01/2010	Male	
		Tony	Allman	16/07/2015	Male	
		Paula	Alvarado	17/09/2000	Female	
		Cecilia	Anderson	11/09/2002	Female	
		Andre	Antonio	02/02/1990	Male	
		Colton	Bailey	21/02/2010	Male	
		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**

Member Fitness Tests

5km Run

Test Name	Date Test Taken	Tested By	Delete?
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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

Dashboard

Types

Accreditations

Transactions

Tags

Medical

Tribunal

Member History

Statistics

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

Dashboard

Types

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Injuries

Concussions

Fitness Tests

Tribunal

Member History

Statistics

Member Fitness Tests

--Select a Test--

Add Test

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

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