



# GAMEDAY

## How do I manually add a payment to a member's record?

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### Overview

GameDay allows administrators to manually record a payment against a member's record, should they be unable to complete a payment through a registration form, and already existing in your membership database.

### Step-by-Step

#### Step 1: Navigate to your member list

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

#### Step 2: View the member

Find member to whom you want to add a payment, then click the **VIEW** (magnifying glass) icon to open their record

#### Step 3: Open the member's transactions list

On the member record, select **TRANSACTIONS** in the left-hand menu

#### Step 4: Add new transaction

Click **Add Transaction**, select the **Product** that you want to assign to the member, then click **UPDATE TRANSACTION**

#### Step 5: Pay for the transaction

Click **Return to Transactions**, then tick the **Pay** checkbox for the unpaid order you just created. You can then either process a manual payment, or process a live payment through our online credit card gateway by selecting **PROCESS PAYMENT VIA PAYMENT GATEWAY**

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## Watch

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