

25/09/2025 3:26 pm AEST

GameDay Passport administrators can mark an existing transaction as refunded on a member's record.



## Step 1: Navigate to your Member List

Silverwood Sports Association

Association

Dashboard

Finances

Members

List Members

Duplicate Resolution

Manage Clearances & Permits

Member Rollover

Transfer Member

Card Printing

Pending Registration

Player League Stats

Injuries

Contracts

List Accreditations

Details

Edit

165 Cremorne Street  
Cremorne  
VIC, AUSTRALIA, 3121  
0390001000 (Phone)  
[sophie@email.com](mailto:sophie@email.com)

Add/Edit Logo

Contacts

Edit

President (Primary Contact)

Darryl Monk  
0400300200  
[daz@email.com](mailto:daz@email.com)

Administrator

Sophie Jones  
0400100000  
[sophie@email.com](mailto:sophie@email.com)

Stats

Configure

Members

Players by Gender

Players by Gender

Players

Members

Coaches



Umpires





New Members

Members registered via forms

## Step 2: View the relevant member









Find the applicable member, then click the **VIEW** (magnifying glass) icon to open their record

**GAMEDAY**   

 **Members in Association**   







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	Different Identity	Gender Identity	Gender at Birth
	<input checked="" type="checkbox"/>	Sylvester	Allison	06/01/2019		Male	Male
	<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"/>	Kay	Chan	04/10/1975		Non-binary/gender fluid	Female
	<input checked="" type="checkbox"/>	Hammett	Chavez	22/09/1996		Non-binary/gender fluid	Female
	<input checked="" type="checkbox"/>	Avram	Franco	23/05/1983		Female	Male
	<input checked="" type="checkbox"/>	Zachery	Frederick	21/02/1982		Male	Male
	<input checked="" type="checkbox"/>	Wilma	George	12/06/2019		Female	Female




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


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




**GAMEDAY**      

Sylvester Allison Member  **Sylvester Allison**  

 Dashboard  Types  Accreditations  **Transactions**  Tags  Medical  Tribunal  Clearances & Permits  Member History  Statistics

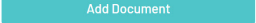


**Member Summary**   
Gender at Birth: Male  
Gender Identity: Male  
Date of Birth: 06/01/2019

**Contact Details**   
Address:   
Mobile:   
Email: [samebewovu@mailinator.com](mailto:samebewovu@mailinator.com)

**Registered**  
Registered in Current Season: 2025 as  
Player  
Official

**Other Clubs**  
Tigers SC (Player)

**Documents**  
No Documents available  


**Other Details**

### Step 4: View the transaction you want to mark as refunded

Click the **VIEW** button next to the transaction you wish to cancel

Dashboard
 Types
 Accreditations
 Transactions
 Tags
 Medical
 Tribunal
 Clearances & Permits
 Member History
 Statistics

Members
 Teams
 Clubs
 Comps

Sylvester Allison  
Member

ADD TRANSACTION

### Transactions

Filter by:  
All

Order Item ID	Product	Quantity	Assoc Name	Amount	Payment Re...	Transaction ...	Status	Payment Re...	Pay	Notes
	22021410	Affiliation Fee (Seniors)	1	Silverwood ...	50.00	31222298	27/03/2025	Paid	<a href="#">View Payme...</a>	

[List All Payment Records](#)

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## Step 5: Update the paid status to Refunded

In the **Paid?** field, update the status to **REFUNDED**

Dashboard
 Types
 Accreditations
 Transactions
 Tags
 Medical
 Tribunal
 Clearances & Permits
 Member History
 Statistics

Members
 Teams
 Clubs
 Comps

Sylvester Allison  
Member

Transactions

To modify this information change the information in the boxes below and when you have finished press the **'Update Transaction'** button.

**Note:** All boxes marked with a \* are compulsory and must be filled in.

**Details**

Product\*
 Affiliation Fee (Seniors)

Amount Due
 50.00

Date Paid
 27/03/2025

Quantity
 1

**Paid?**
Refunded

Delivered?
☐

Notes

## Step 6: Update the transaction

Click **UPDATE TRANSACTION**

Sylvester Allison

Member

Dashboard

Types

Accreditations

Transactions

Tags

Medical

Tribunal

Clearances & Permits

Member History

Statistics

Product\*

Affiliation Fee (Seniors)

Amount Due

50.00

Date Paid

27/03/2025

Quantity

1

Paid?

Refunded

Delivered?

☐

Notes

Update Transaction

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The transaction status will then be updated to reflect the refund

## Watch

Your browser does not support HTML5 video.

