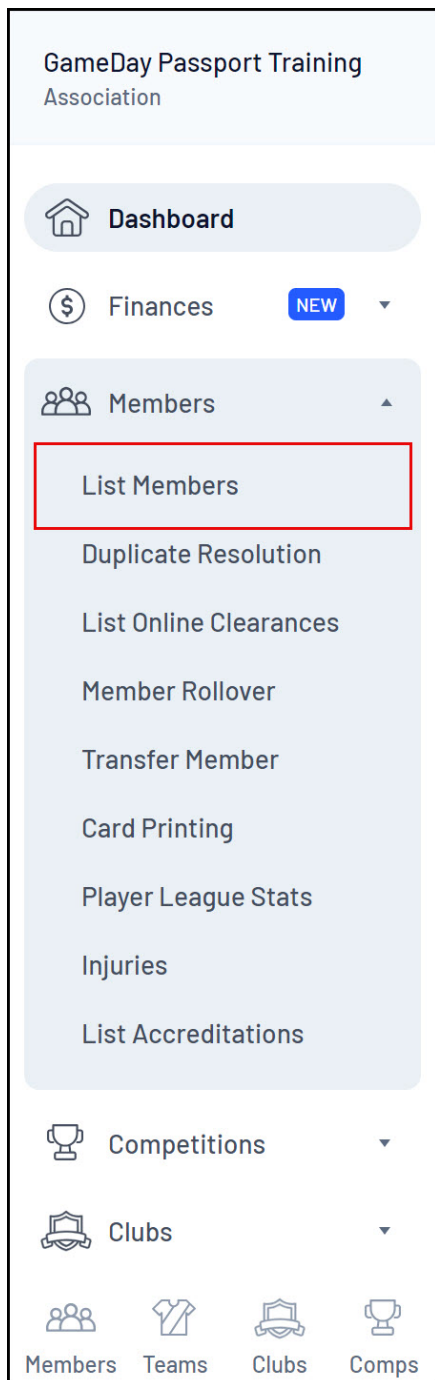# How do I view the details of a member's transaction?

Through your GameDay Passport membership database, you can view the details of a specific member's transaction by following the steps below:

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

2. Click the **VIEW** button on the left-hand side of the relevant member's record

	Active in Association	Legal Firstname	Family name	Date of Birth	Gender at Birth	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	
	☑	Colton	Bailey	21/02/2010	Male	

3. Click **TRANSACTIONS** in the left-hand menu

Transaction records can have up to three clickable options containing different sets of data (depending on whether they've been paid or not)

- Clicking the **VIEW** button on a transaction record displays general information, including the product and quantity purchased, the amount paid, and any custom notes added by an administrator

Transactions

ADD TRANSACTION

Filter by:

All

		Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
		19700416	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00	04/09/2023		Paid	View Payment Record		Paid by cash at fa...	View Receipt
		20944622	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	☐		

List All Payment Records

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*

2022/2023 Age 08 Membership Fee ▼

Amount Due

50.00

Date Paid

04/09/2023

Quantity

1

Paid?

Paid ▼

Delivered?

☐

Notes

Paid by cash at facility

Update Transaction

- Clicking the **VIEW PAYMENT RECORD** option displays more detailed information, including the date paid, payment method and unique payment references (if paid online)

	Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
	19700416	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00	04/09/2023		Paid	View Payment Record		Paid by cash at fa...	View Receipt
	20944622	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	☐		

List All Payment Records

Delete Payment Record

Payment Record

Payment Summary

Payment Reference Number	29439160
Payment By	Reuben Adams
Amount Paid	$ 50.00
Date Paid	04/09/2023 12:00 AM
Payment Status	Paid
Payment Type	Cash

- Clicking the **VIEW RECEIPT** option displays on your browser an itemised payment receipt covering the purchase

ADD TRANSACTION

Transactions

Filter by:
All

	Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
	19700416	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00	04/09/2023		Paid	View Payment Record		Paid by cash at fa...	View Receipt
	20944622	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	☐		

List All Payment Records

GAMEDAY

Payment Receipt

GameDay Passport Training

Receipt No. 29439160

Payment Date: 04/09/2023 12:00 AM

Payment Type: Cash

Payment Method:

Payment for	Item ID	Qty	Product	Cost
Reuben Adams	1197004161	1	2022/2023 Age 08 Membership Fee	$50.00
			Payment Total	**$50.00**

GAMEDAY