Assign Products to Members on GameDay

GameDay enables administrators to assign products to groups of members in bulk.

This functionality allows administrators to efficiently allocate additional products — such as competition fees, registration add-ons, uniforms, or other charges — to multiple members at once, rather than processing each member individually.

Bulk product assignment helps save time, reduce manual errors, and ensure consistency across member records.

To assign products to a group of members, please follow the steps below:

Assign Product to Members in Bulk

1. Click Registrations> Assign Products

2. To assign a batch of products to your members, select the "Assign New Products" option

3. From the "Product Selection" page, you can choose which products you would like to apply to your members

4. Once you have confirmed the item/s you require, click the continue button to progress to the next step

☐	Cap	1.00	National Body
☐	Equipment	20.00	National Body
☐	nat prod and split - sell at assoc	12.00	National Body
☐	National Fee	100.00	National Body
☐	National Fee - Family Discount	0.00	National Body
☐	National Hundred (No Split)	100.00	National Body
☐	National Hundred (used to have Split)	100.00	National Body
☐	national installment product	150.00	National Body
☐	National Insurance Fee	100.00	National Body
☐	National One (No Split)	1.00	National Body
☐	School Holiday program	0.00	National Body
☐	State Hundred (Split)	100.00	State
☐	state prod	45.00	State
☐	State Thousand (No Split)	1000.00	State
☐	T-Shirt	20.00	National Body

Show: **All** **Auto** **25** **50** **100**

Showing all 20 rows

Continue

5. Choose the member group you wish to assign the selected products to

6. Click "Continue"
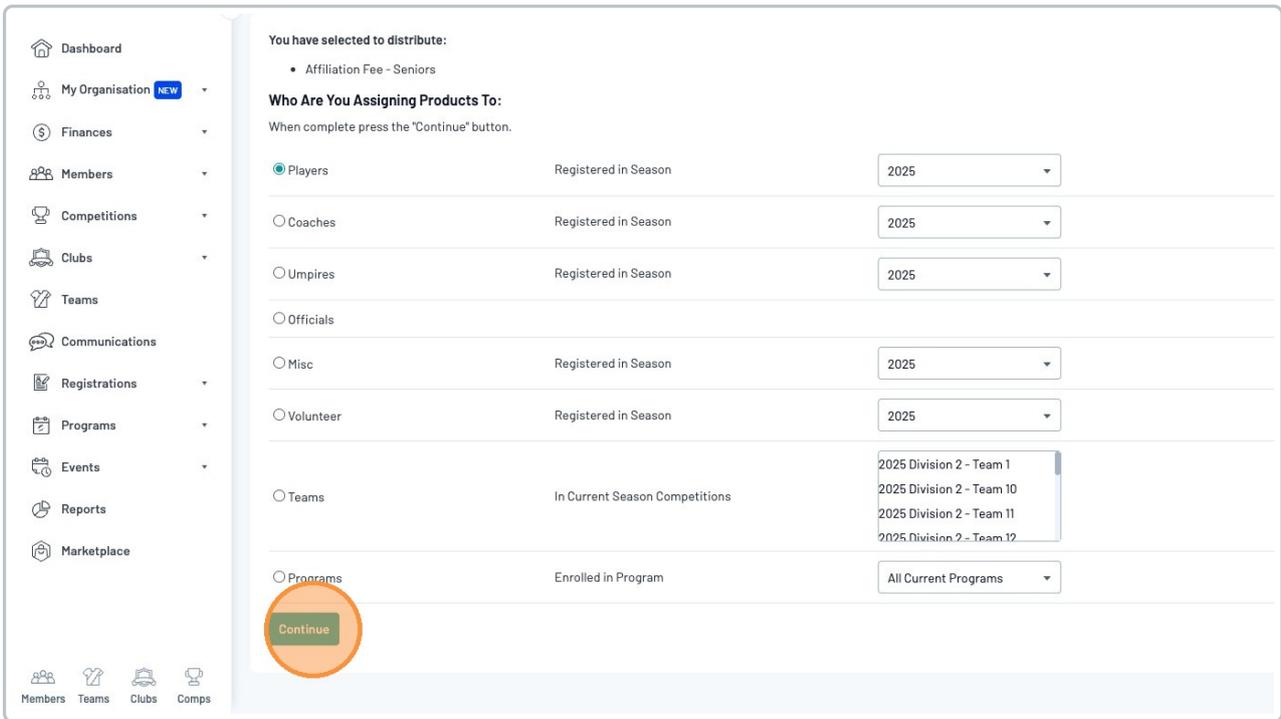
7. From here, you can choose to deselect members from the group, this will remove the member from the distribution list
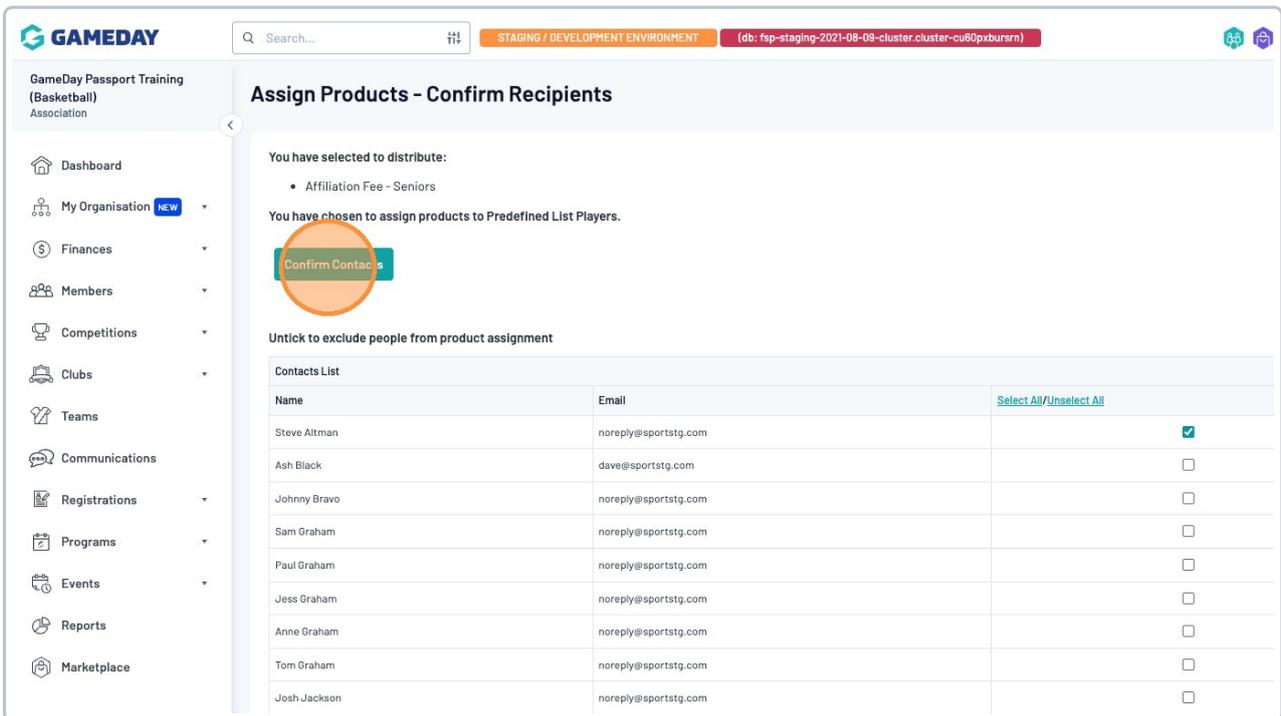
8. Click the "From" field to choose the email address the emails will be sent from

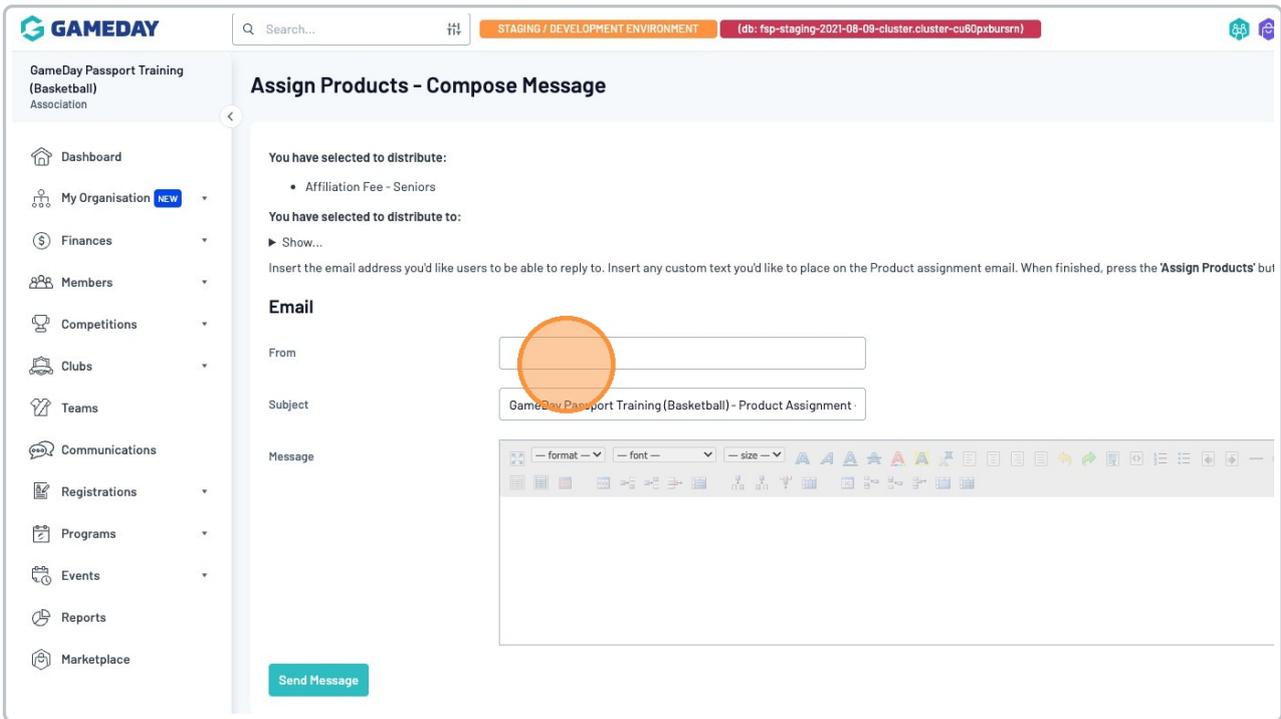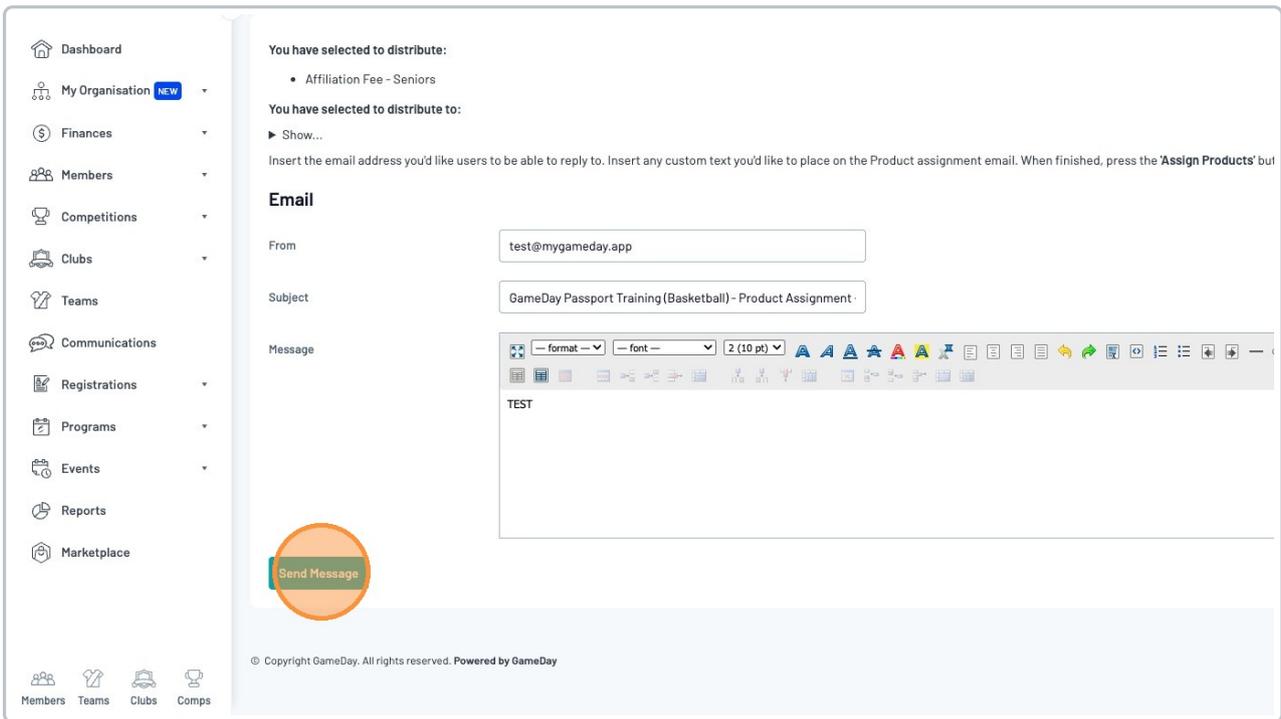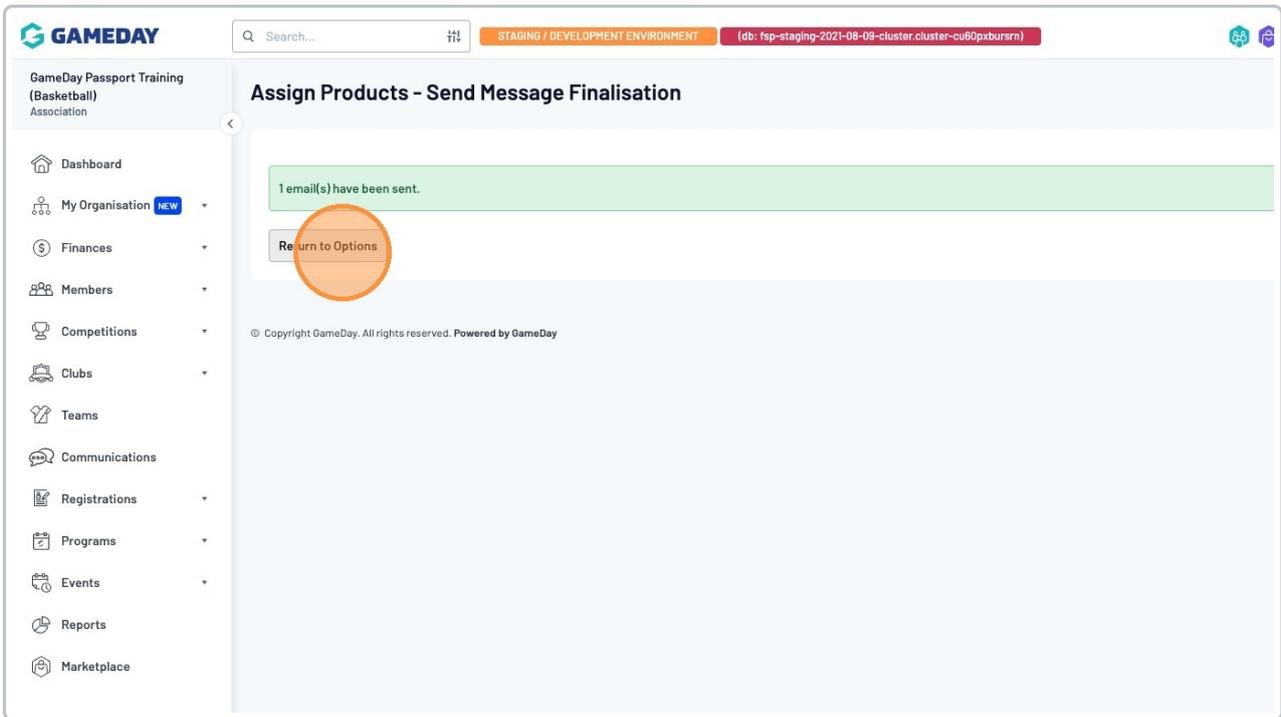9. Once you have confirmed your messaging, click "Send Message"

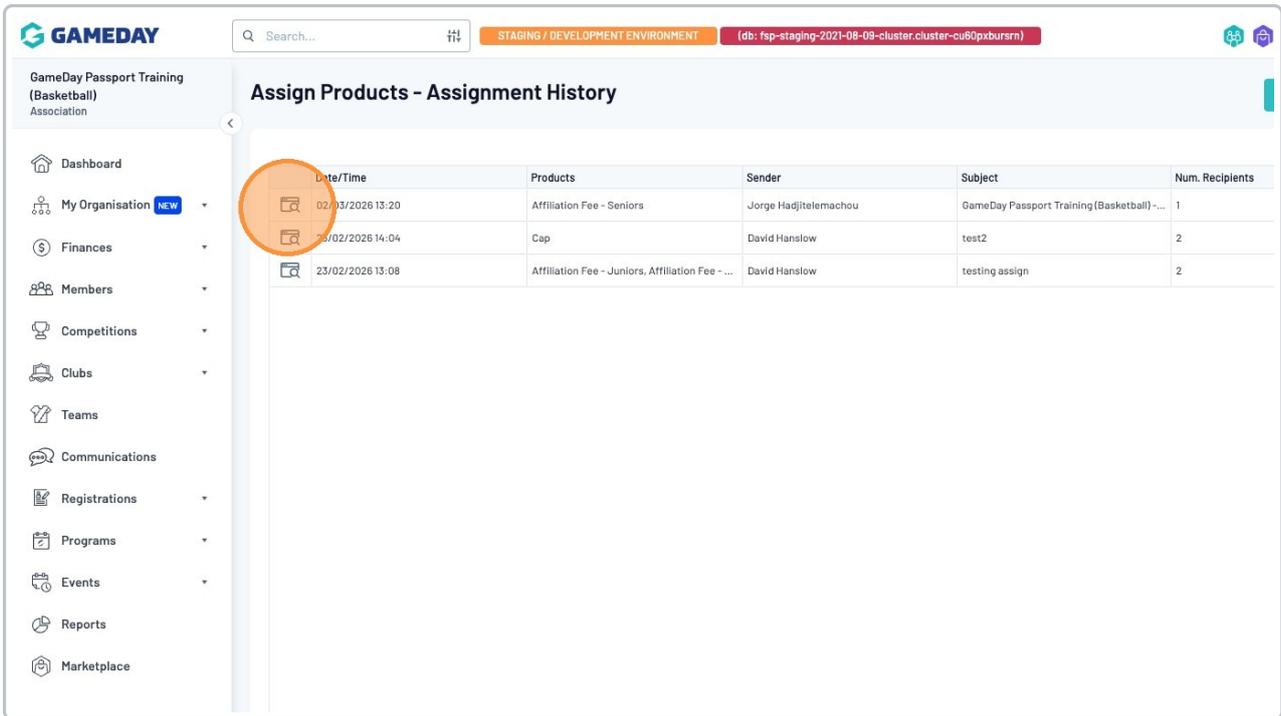# How to view Product Assignment History

10. Once your email has been sent, click on the "Return to Options" button

11. From the Assignment History page, locate your newly created assignment and select the Magnifying Glass Icon to view your assignment details

12. You can now view the details of all the previously sent product assignments.
    This page will outline all assignments and the current Order Status

Assign Products - Assignment History

Sender	Jorge Hadjitelemachou
Sender Email	test@mygameday.app
Date/Time	02/03/2026 13:20
Subject	GameDay Passport Training (Basketball) - Product Assignment - Invoice Number #INVOICEID
Message	TEST
Number of Recipients	1

Name	Email	Email Status	Sent Date	Order ID	Order Status	Transaction	Bounces	Resend
Steve Altman	noreply@sportstg.com	Queued		24587385	Pending	View/Delete		Resend