

Assign Products to Members on GameDay

02/03/2026 1:58 pm AEDT

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

The screenshot displays the GameDay web application interface. On the left is a navigation sidebar with a 'Registrations' menu item expanded, showing 'Assign Products' highlighted with an orange circle. The main content area shows a member profile for 'VIC. AUSTRALIA.' with an email address 'noreply@mygameday.app' and an 'Add/Edit Logo' button. Below this is a 'Stats' section with a 'Configure' link and seven empty line charts for 'Members', 'Players by Gender', 'Coaches', 'Umpires', 'New Members', and 'Members registered'. The top right of the main area has 'Contacts' and an 'Edit' link.

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

Assign Products - Assignment History

Date/Time	Products	Sender	Subject	Num. Recipients
23/02/2026 14:04	Cap	David Hanslow	test2	2
23/02/2026 13:08	Affiliation Fee - Juniors, Affiliation Fee - ...	David Hanslow	testing assign	2

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

Assign A Product - Product Selection

Products List
Choose which products you wish to assign/send. When complete press the "Continue" button.

Product Name: Showing: Active Group: All

<input type="checkbox"/> Product Name	Price	Created By
<input type="checkbox"/> Affiliation Fee - Juniors	50.00	National Body
<input type="checkbox"/> Affiliation Fee - Seniors	75.00	National Body
<input type="checkbox"/> Basketball New Player Registration	50.00	Association
<input type="checkbox"/> Basketball Returning Player Membership	35.00	Association
<input type="checkbox"/> Basketball Team Registration	300.00	Association
<input type="checkbox"/> Cap	1.00	National Body
<input type="checkbox"/> Equipment	20.00	National Body
<input type="checkbox"/> nat prod and split - sell at assoc	12.00	National Body
<input type="checkbox"/> National Fee	100.00	National Body
<input type="checkbox"/> National Fee - Family Discount	0.00	National Body
<input type="checkbox"/> National Hundred (No Split)	100.00	National Body
<input type="checkbox"/> National Hundred (used to have Split)	100.00	National Body
<input type="checkbox"/> national installment product	150.00	National Body

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

Copy	Price	Recipient Group
<input type="checkbox"/> Equipment	20.00	National Body
<input type="checkbox"/> nat prod and split - sell at assoc	12.00	National Body
<input type="checkbox"/> National Fee	100.00	National Body
<input type="checkbox"/> National Fee - Family Discount	0.00	National Body
<input type="checkbox"/> National Hundred (No Split)	100.00	National Body
<input type="checkbox"/> National Hundred (used to have Split)	100.00	National Body
<input type="checkbox"/> national installment product	150.00	National Body
<input type="checkbox"/> National Insurance Fee	100.00	National Body
<input type="checkbox"/> National One (No Split)	1.00	National Body
<input type="checkbox"/> School Holiday program	0.00	National Body
<input type="checkbox"/> State Hundred (Split)	100.00	State
<input type="checkbox"/> state prod	45.00	State
<input type="checkbox"/> State Thousand (No Split)	1000.00	State
<input type="checkbox"/> T-Shirt	20.00	National Body

Showing 1-20 rows

Continue

© Copyright GameDay. All rights reserved. Powered by GameDay

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

Assign A Product - Recipient Selection

You have selected to distribute:

- Affiliation Fee - Seniors

Who Are You Assigning Products To:

When complete press the "Continue" button.

Player Registered in Season 2025

Coaches Registered in Season 2025

Umpires Registered in Season 2025

Officials

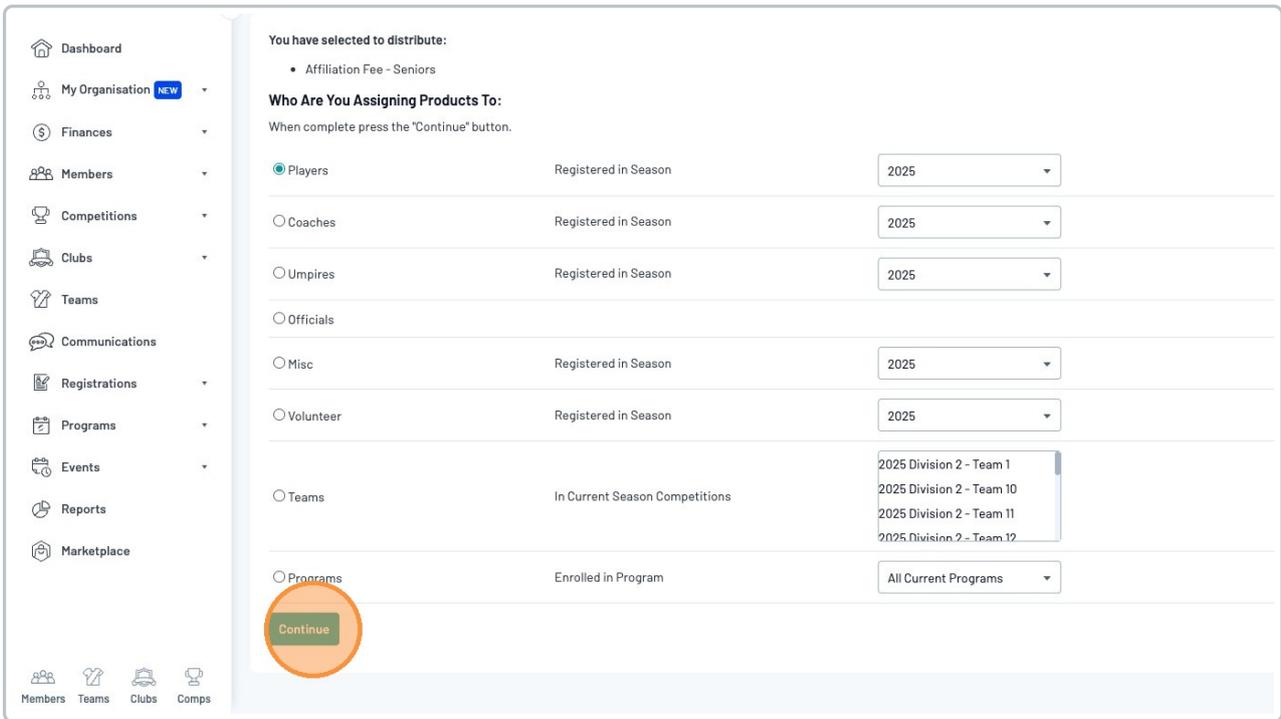
Misc Registered in Season 2025

Volunteer Registered in Season 2025

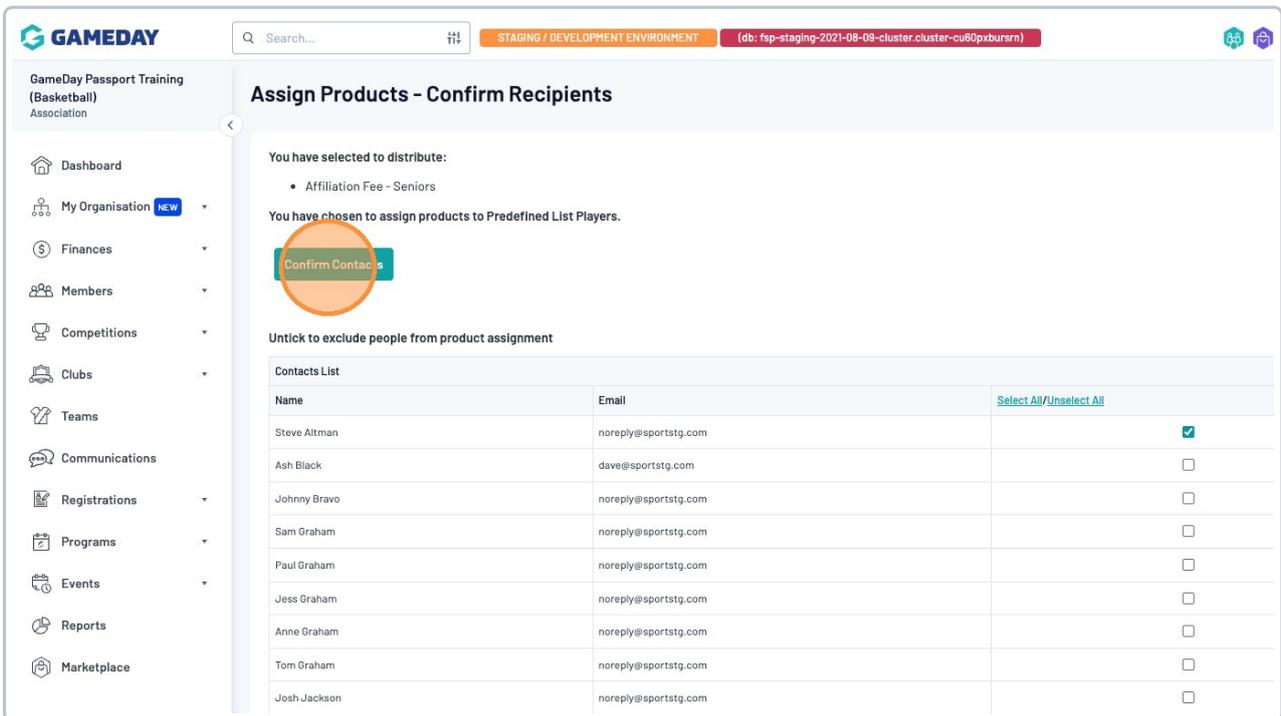
Teams In Current Season Competitions

Programs Enrolled in Program All Current Programs

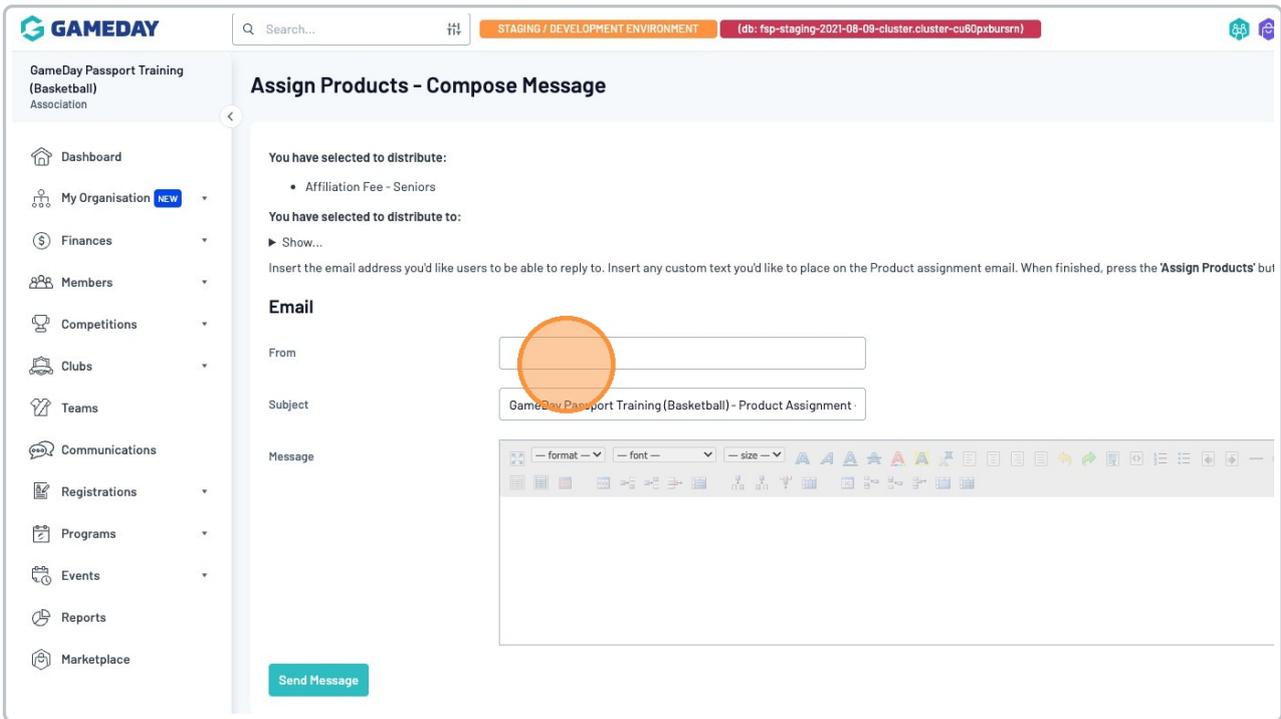
6. Click "Continue"



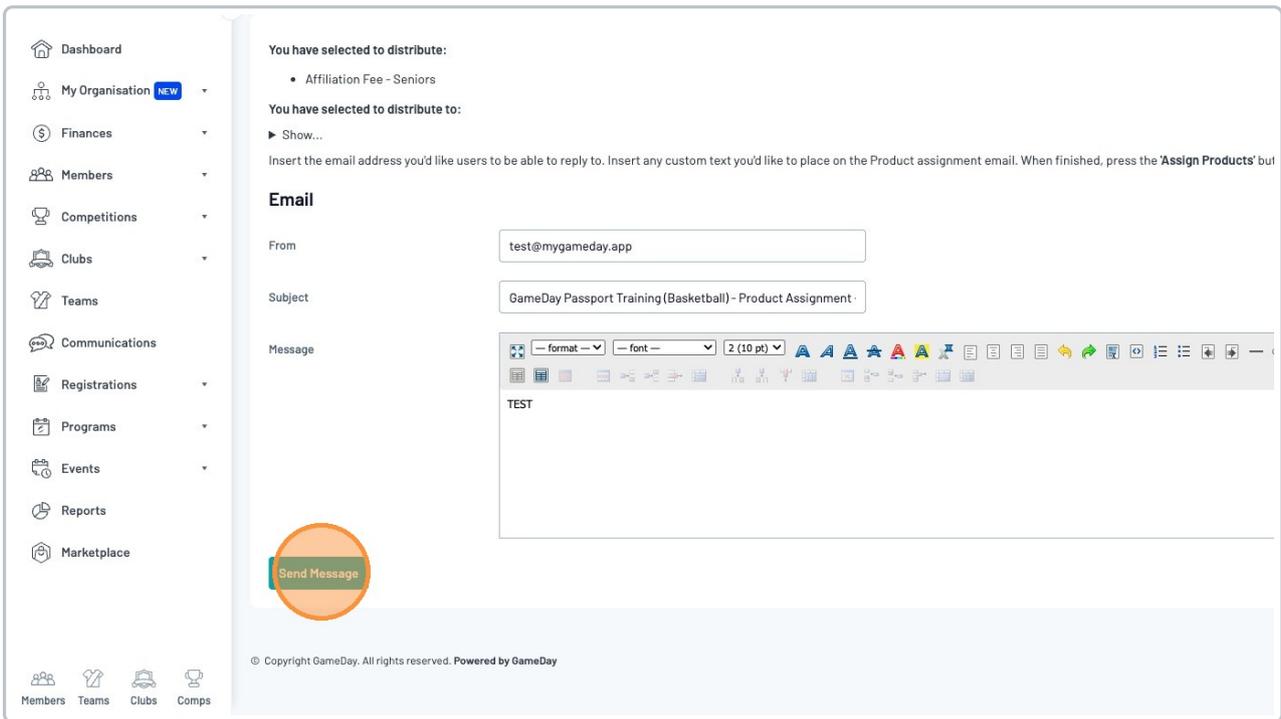
7. From here, you can choose to deselect members from the group, this will remove the member from the distribution list



8. Click the "From" field to choose the email address the emails will be sent from

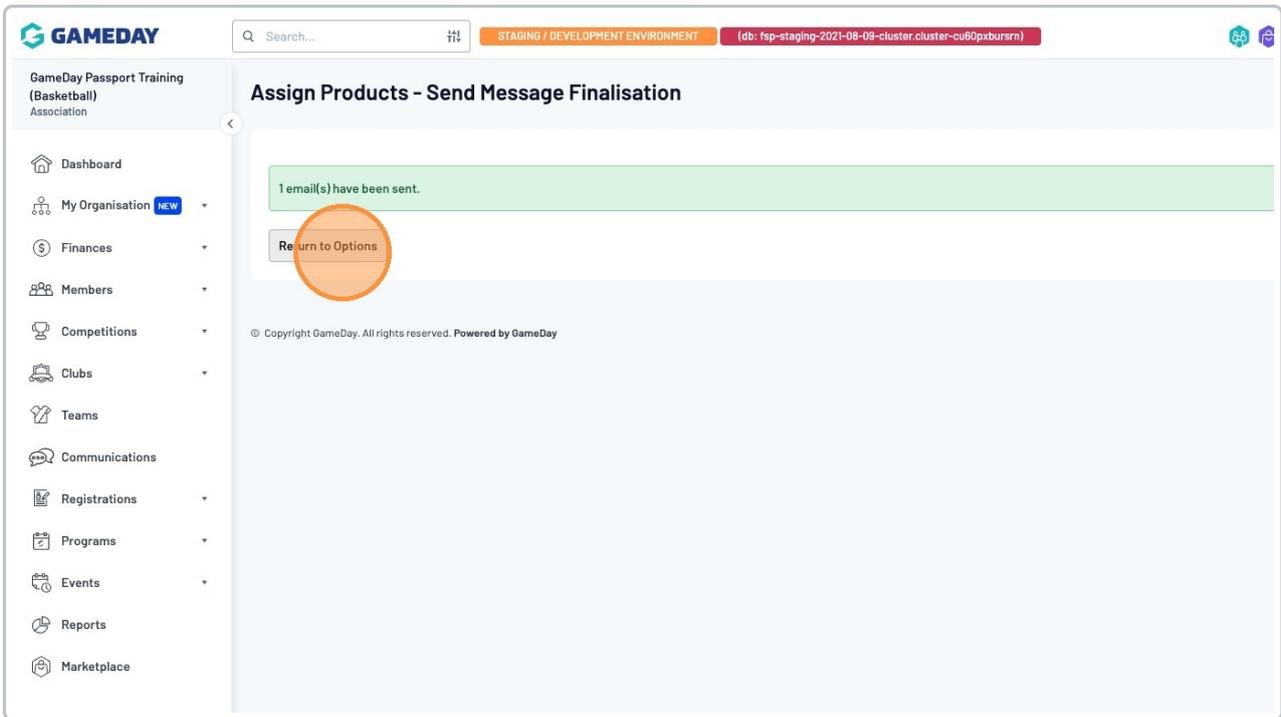


9. Once you have confirmed your messaging, click "Send Message"

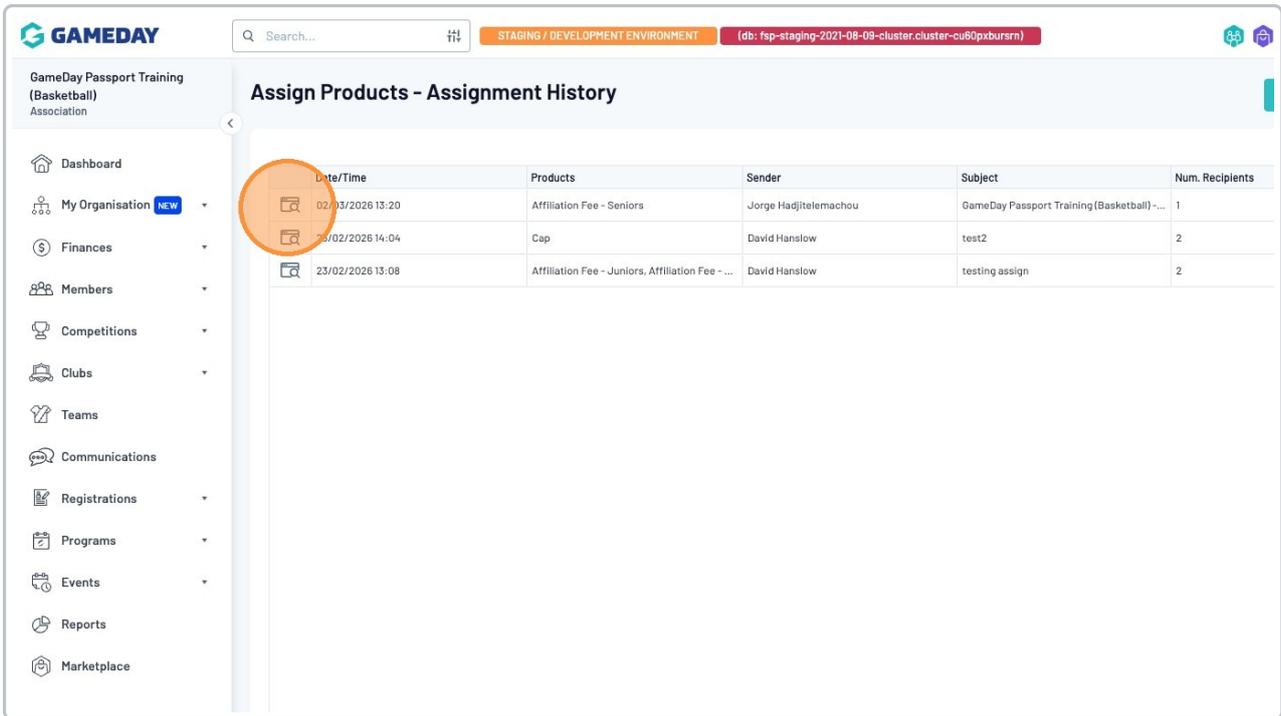


How to view Product Assignment History

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: Status: All Status: Email: 

Name	Email	Email Status	Sent Date	Order ID	Order Status	Transaction	Bounces	Resend
Steve Altman	noreply@sportstg.com	Queued		24687385	Pending	View/Delete		Resend

