

Assigning Products to Clubs and Teams in GameDay Passport

22/07/2026 4:06 pm AEST

Follow this guide to manage and distribute products to teams and clubs through the GameDay registration portal. This process ensures accurate competition assignments and contact details

1. Select **Registrations** from the main menu.

The screenshot displays the GameDay Passport interface for the VCFL Test Association. The left sidebar contains a navigation menu with items: Dashboard, My Organisation (marked NEW), Finances, Members, Competitions, Clubs, Teams, Communications, Registrations (highlighted with an orange circle), Reports, and Marketplace. The main content area is titled 'VCFL Test Association' and includes a 'Get Started' button. Below this, there are several sections: a 'Details' section with contact information (123 Sport Street, Melbourne, VIC, AUSTRALIA, 3000; Phone: 0409 691 969; Fax: 0409 691 969; Email: hello@stacksports.com), 'Recent Matches' (no past matches), 'Upcoming Matches' (no upcoming matches), and a 'Stats' section. The 'Stats' section features a 'Reorder Dashboard' button and a data period selector set to 'Last 12 months'. Below the stats, there are three cards showing key metrics: 'Total Active Competitions' (6), 'Total Competition Fixtures' (198), and 'Total Active Teams' (28). A footer bar at the bottom of the main content area states: 'Data related to Products, Orders & Order Value is related to Online Payments via supported Payment Gateways.'

2. Select **Assign Products**.

VCFL Test Association Association

Dashboard

My Organisation NEW

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Registration Forms

Products

Assign Products

Promo Codes

Reports

Members Teams Clubs Comps

VCFL Test Association Get Started

Details Edit

123 Sport Street
Melbourne
VIC, AUSTRALIA, 3000
0409 691 969 (Phone)
0409 691 969 (Fax)
hello@stacksports.com

Contact

Coordinator

Tim Getz
tim@em

Registrations Contact

Tina Tully
tina@em

Recent Matches

There are no past matches

Upcoming Matches

There are no upcoming matches

Stats

Reorder Dashboard

Data period

Last 12 months

Data related to Products, Orders & Order Value is related to Online Payments via supported Payment Gateways.

Total Active Competitions

6

Total Competition Fixtures

198

Total Active Teams

28

List Selection

1. Check the boxes for the products you want to assign to your team or club contacts.

GAMEDAY

Search...

VCFL Test Association Association

Dashboard

My Organisation NEW

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Registration Forms

Products

Assign Products

Promo Codes

Reports

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

Product Name	Price	Created By
☐ \$0 product test1	0.01	Association
☐ \$0 product test1(Copy)	0.01	Association
☐ 2022 Jersey	1.00	Association
☐ 2022 Jersey(Copy)	1.00	Association
☐ 2022 Registration	1.00	Association
☐ 2022 Registration(Copy)	1.00	Association
☐ 2023 Junior Fee	75.00	Club
☐ 2023 Junior Fee(Copy)	0.00	Club
☐ 2023 Senior Fee	100.00	Club
☐ Basketball Spalding	60.00	Association
☐ GO Partial Payment Test	0.00	Association
☐ Insurance Levy	30.00	Association
☐ promo code product one	60.00	Association

2. Click Continue.

VCFL Test Association Association

Dashboard

My Organisation NEW

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Registration Forms

Products

Assign Products

Promo Codes

Reports

Members Teams Clubs Comps

2022 Jersey	1.00	Association
2022 Jersey (Copy)	1.00	Association
2022 Registration	1.00	Association
2022 Registration (Copy)	1.00	Association
2023 Junior Fee	75.00	Club
2023 Junior Fee (Copy)	0.00	Club
2023 Senior Fee	100.00	Club
Basketball Spalding	60.00	Association
GO Partial Payment Test	0.00	Association
Insurance Levy	30.00	Association
promo code product one	60.00	Association
promo code product two	20.00	Association
Refund Test	10.00	Association
Rugby Ball	45.00	Association

Show: All Auto 25 50 100

Showing all 26 rows

Continue

© Copyright GameDay. All rights reserved. Powered by GameDay

Selecting Team Contacts

1. Choose Team Contacts.

VCFL Test Association Association

Dashboard

My Organisation NEW

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Reports

Marketplace

Members Teams Clubs Comps

Members in Teams

In Current Season Competitions

Team Contacts

In Current Season Competitions/Clubs

Club Contacts

Reports

2026 Test Senior Men - Bombers

2026 Test Senior Men - Bulldogs

2026 Test Senior Men - Oztag Test

2026 Test Senior Men - Tigers

SELECT COMPETITION(S)

2026 Test Senior Men

Hard Yakka Reserves Men

JH TEST

Live Score test

SELECT CLUB(S)

Jorge Hadji

RDFNL Demo Club

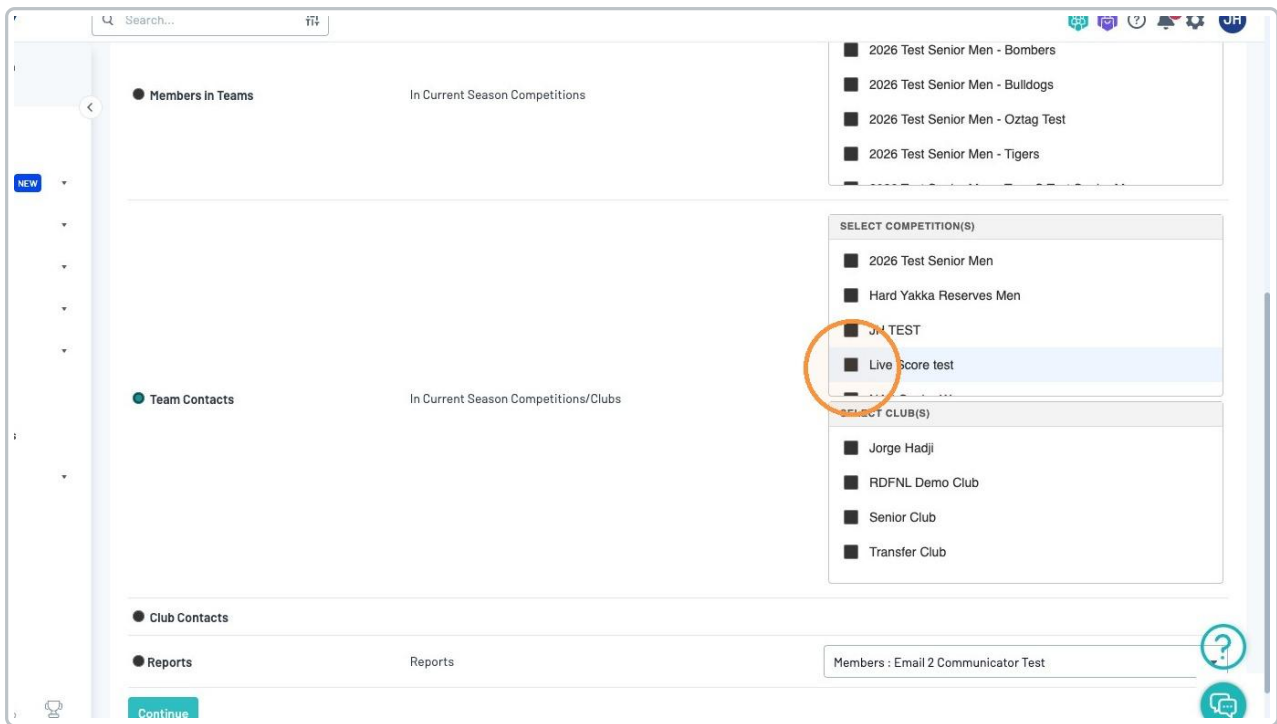
Senior Club

Transfer Club

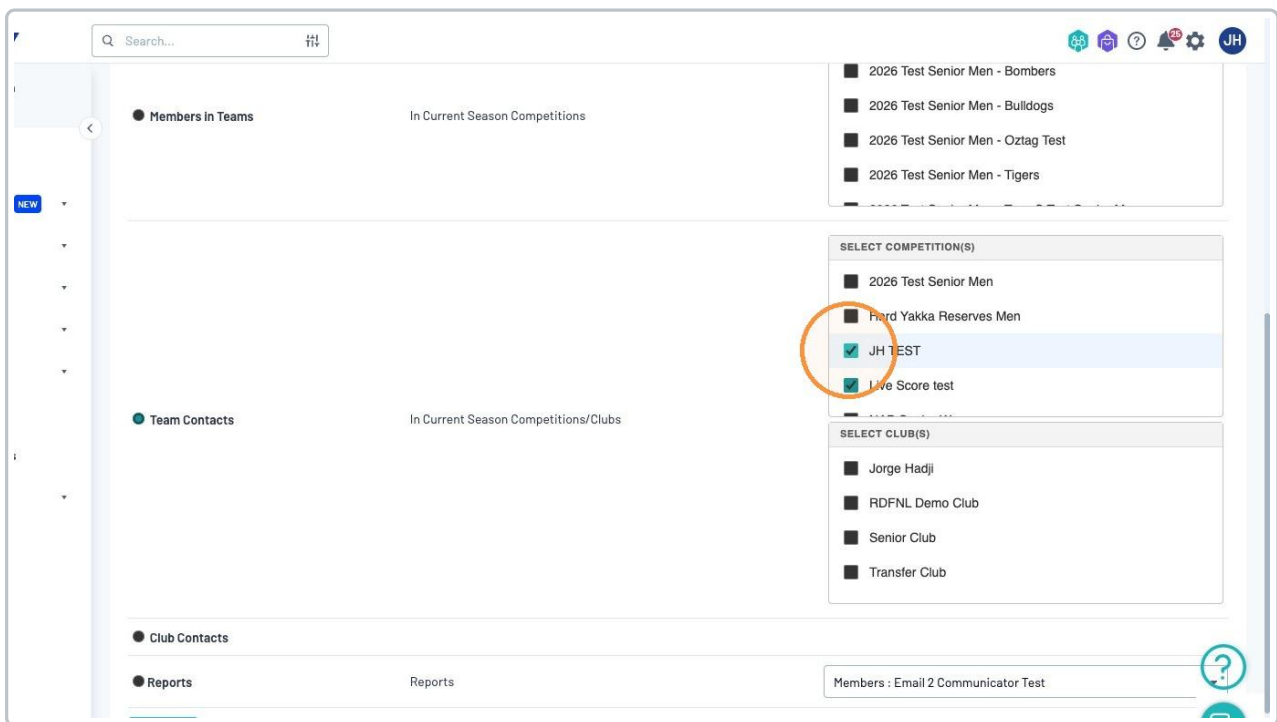
Members : Email 2 Communicator Test

Continue

2. Refine your search by filtering for specific competitions or clubs.



3. Apply multiple competition filters if needed to target your recipient list precisely.



Note: Team Contacts can be filtered by Competition or Clubs; both filters cannot be applied at once.

Selecting Club Contacts



Note: Assigned products will be sent to the **Primary Contact** of the selected clubs

1. Choose Club Contacts.

VCFL Test Association
Association

Dashboard
My Organisation **NEW**
Finances
Members
Competitions
Clubs
Teams
Communications
Registrations
Reports
Marketplace

Members Teams Clubs Comps

2026 Test Senior Men - Tigers

SELECT COMPETITION(S)

- 2026 Test Senior Men
- Hard Yakka Reserves Men
- JH TEST
- Live Score test

SELECT CLUB(S)

- Jorge Hadji
- RDFNL Demo Club
- Senior Club
- Transfer Club

Team Contacts In Current Season Competitions/Clubs

Club Contacts

Reports Reports

Continue

Members : Email 2 Communicator Test

© Copyright GameDay. All rights reserved. Powered by GameDay

2. Click Continue.

VCFL Test Association
Association

Dashboard
My Organisation **NEW**
Finances
Members
Competitions
Clubs
Teams
Communications
Registrations
Reports
Marketplace

Members Teams Clubs Comps

2026 Test Senior Men - Tigers

SELECT COMPETITION(S)

- 2026 Test Senior Men
- Hard Yakka Reserves Men
- JH TEST
- Live Score test

SELECT CLUB(S)

- Jorge Hadji
- RDFNL Demo Club
- Senior Club
- Transfer Club

Team Contacts In Current Season Competitions/Clubs

Club Contacts

Reports Reports

Continue

Members : Email 2 Communicator Test

© Copyright GameDay. All rights reserved. Powered by GameDay

3. Review the generated contact list. You can bulk select/deselect or manually adjust individual recipients.

You have selected to distribute:

- \$0 product test1

You have chosen to assign products to Clubs.

Confirm Contacts

Contacts will only show if they have an assigned primary contact displayed below.

Untick to exclude people from product assignment

Search contacts by name or email...

Contacts List		
Name	Email	Select All/Unselect All
Jorge Hadji (Jorge Test)	test@mygameday.app	☒
RDFNL Demo Club (Maisie McKenzie)	hello@stacksports.com	☒
Transfer Club (GameDay Support)	support@mygameday.app	☒
Contact Summary		
Contacts with an Email address		3
Total Contacts		4

© Copyright GameDay. All rights reserved. Powered by GameDay

4. Click **Continue**.

GAMEDAY

VCFL Test Association Association

Dashboard My Organisation **NEW** Finances Members Competitions Clubs Teams Communications Registrations Reports Marketplace

You have selected to distribute:

- \$0 product test1

You have chosen to assign products to Clubs.

Confirm Contacts

Contacts will only show if they have an assigned primary contact displayed below.

Untick to exclude people from product assignment

Search contacts by name or email...

Contacts List		
Name	Email	Select All/Unselect All
Jorge Hadji (Jorge Test)	test@mygameday.app	☒
RDFNL Demo Club (Maisie McKenzie)	hello@stacksports.com	☒
Transfer Club (GameDay Support)	support@mygameday.app	☒
Contact Summary		
Contacts with an Email address		3
Total Contacts		4

Email Generation

1. Update the **From** field to identify your organization as the sender.

The screenshot shows the GAMEDAY web application interface. On the left is a sidebar with navigation links: Dashboard, My Organisation (marked with a 'NEW' badge), Finances, Members, Competitions, Clubs, Teams, Communications, Registrations, Reports, and Marketplace. The main content area is titled 'Assign Products - Compose Message'. It displays the following information:

- You have selected to distribute:** • S0 product test1
- You have selected to distribute to:** ► Show...
- Instructions:** Insert the email address you'd like users to be able to reply to. Insert any custom text you'd like to place on the Product assignment email. When finished, press the 'Assign Products' button.
- Email Form:**
 - From:** A text input field is highlighted with an orange circle.
 - Subject:** VCFL Test Association - Product Assignment - Invoice Number
 - Message:** A rich text editor with a toolbar (format, font, size, bold, italic, underline, link, unlink, image, video, table, etc.) and a large text area below it.
- Buttons:** A green 'Send Message' button is located at the bottom left of the main content area.

2. Add your custom message to the email body.

This is a close-up view of the email composition form. The fields are as follows:

- From:** test@mygameday.app
- Subject:** VCFL Test Association - Product Assignment - Invoice Number
- Message:** The rich text editor area, which includes a toolbar and a large text input area. An orange circle highlights the text input area.
- Buttons:** A green 'Send Message' button is at the bottom left.

3. Verify all settings and click **Send Message** to assign the products and notify the contacts.

VCFL Test Association

Association

Dashboard

My Organisation NEW

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Reports

Marketplace

Members

Teams

Clubs

Comps

Assign Products - Compose Message

You have selected to distribute:

- \$0 product test1

You have selected to distribute to:

► Show...

Insert the email address you'd like users to be able to reply to. Insert any custom text you'd like to place on the Product assignment email. When finished, press the 'Assign Products' button.

Email

From

test@mygameday.app

Subject

VCFL Test Association - Product Assignment - Invoice Number

Message

format font 2 (10 pt)

|

Send Message