



How do I add a member record?

Last Modified on 09/11/2023 12:14 pm AEDT

Whilst Registration Forms serve as the primary method for collecting membership information, fees, declarations and any other required data, Passport administrators also have the ability to manually add a member record to an Association or Club database, which is a useful way of collecting and recording membership information for members that may not be able to complete a registration form.

Adding a Member Record

To add a new member:

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. From your database dashboard, open the Members menu and click **LIST MEMBERS**

The screenshot shows the GameDay Passport Training Association dashboard. The left sidebar contains a 'Members' menu with 'List Members' highlighted. The main content area displays the association's details, including contact information for the President, Treasurer, and Secretary, and a 'Stats' section with charts for 'Members' and 'Players by Gender'.

2. The list of members that belong to the organisation will appear. Click the **ADD** button in the top right hand corner.

ADD

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	Assigned Gender a...	Telephone Number (Mobile)
	<input checked="" type="checkbox"/>	Reubenad	Adams	24/01/2010	Male	
	<input checked="" type="checkbox"/>	Colton	Bailey	21/02/2010	Female	
	<input checked="" type="checkbox"/>	Hunter	Barr	22/02/2014	Female	

Note: If you cannot see an **ADD** button:

- If you are a **Club or Team** it means that your league has restricted admins from being able to added manually and actually need to register via a form - please contact your league directly to work out the best way to add members manually.
- If you are an **Association**, it means that your sport has restricted leagues and clubs to add members manually and wants them to use a registration form instead. If you need to add members manually please discuss this with your state or national body.

3. A form will open for creating a new member record. Enter the details in the fields provided, and ensure that all fields marked with a red asterisk are completed, as these are compulsory fields.

Note: The member fields and field settings are determined in the [Field Configuration](#) section.

Personal Details

Salutation

Legal Firstname*

Preferred name

Family name*

Date of Birth*

Assigned Gender at Birth *

Gender Identity

4. Once you have completed the form, click the **ADD MEMBER** button at the bottom of the page.

Identification		
Passport Nationality	<input type="text"/>	
Birth Certificate Number		<input type="text"/>
Other Details		
Country of Birth*	<input type="text" value="Select Country"/>	
Hide From Public Display	<input checked="" type="checkbox"/> (Note: This is not immediate and will rely on the association to next publish their changes. People may also be hidden by other means set by the association)	
<input type="button" value="Add Member"/>		

A message will appear, confirming that the member has been successfully added to the database. From here you can click on one of the links provided to either **Display details for the member** or **Add another Member**.

Add New Member
<div style="border: 1px solid green; background-color: #e0f2f1; padding: 5px; text-align: center;">Member Added Successfully</div>
Display Details for Reece Ratliff
or
Add another Member

Note: Member records cannot be deleted. Member records can however be made 'Inactive'. Click [here](#) for instructions on how to change a member's status to Inactive.