

How do I manage my Lookup Information?

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Note: this functionality is only available at league level.

There are a wide range of fields throughout GameDay Membership where you select an option from a 'drop-down' list instead of typing in information.

These are called 'lookup' fields. An example of a lookup field is 'Country' where the lookup options are the countries.

The options available in each lookup field in Membership can be edited. The following instructions take you through how to add, edit and delete the records in lookup fields.

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 the Association level of Membership, click on the Configuration icon and select Settings.
- 2. Click on Manage Lookup Information.

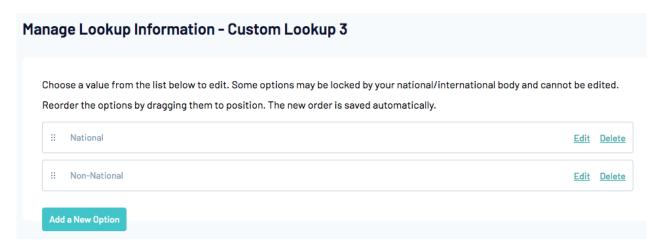
onfiguration		
These configuration options all	ow you to modify the data and beha	aviour of the system.
Manage Users and Security	Configure Database Fields	Setup Registrations
Password Management	Custom Fields	Age Groups
<u>Permissions</u>	Field Configuration	Seasons
	Manage Lookup Information	Clearance Settings
	Member Packages	
	Member List Display	

3. Click on the name of the field to manage the lookup options for that field.

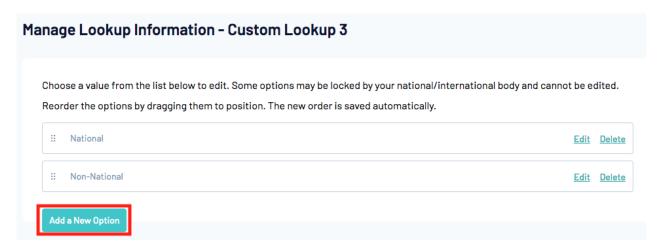
Manage Lookup Information

This section allows you to maintain the values that are present in drop down boxes present through the system. Choose the type of value you wish to manage from the list below.

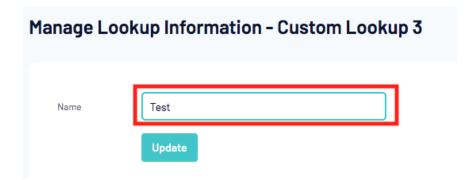
- Accreditation Courses
- Accreditation Levels
- Accreditation Providers
- · Accreditation Result (Online Only)
- Accreditation: Level
- Accreditation: Provider
- · Accreditation: Sport
- Accreditation: Status
- Age Group Category
- Areas of assistance offered (Online Only)
- Coach Accred Custom DDL 1
- Coach Accred Custom DDL 2
- 4. A list of existing lookup options for that field will appear.



5. To add a new record, click on Add a New Record.



6. In the Name field, type in the name of the record you wish to add and click on Update.



- 7. You will be returned to the list of records for the lookup field. The newly added record will appear on the list.
- 8. Continue to add all the required lookup options for the field (repeat steps 5 and 6).
- 9. If you need to change or remove a lookup record, click on the Edit or Delete links next to each record.

