



How do I upload documents to my Member Profile?

Last Modified on 09/11/2023 1:09 pm AEDT

As a member, you can view or upload documents to your record using your unique **Member Profile** by following the steps below.

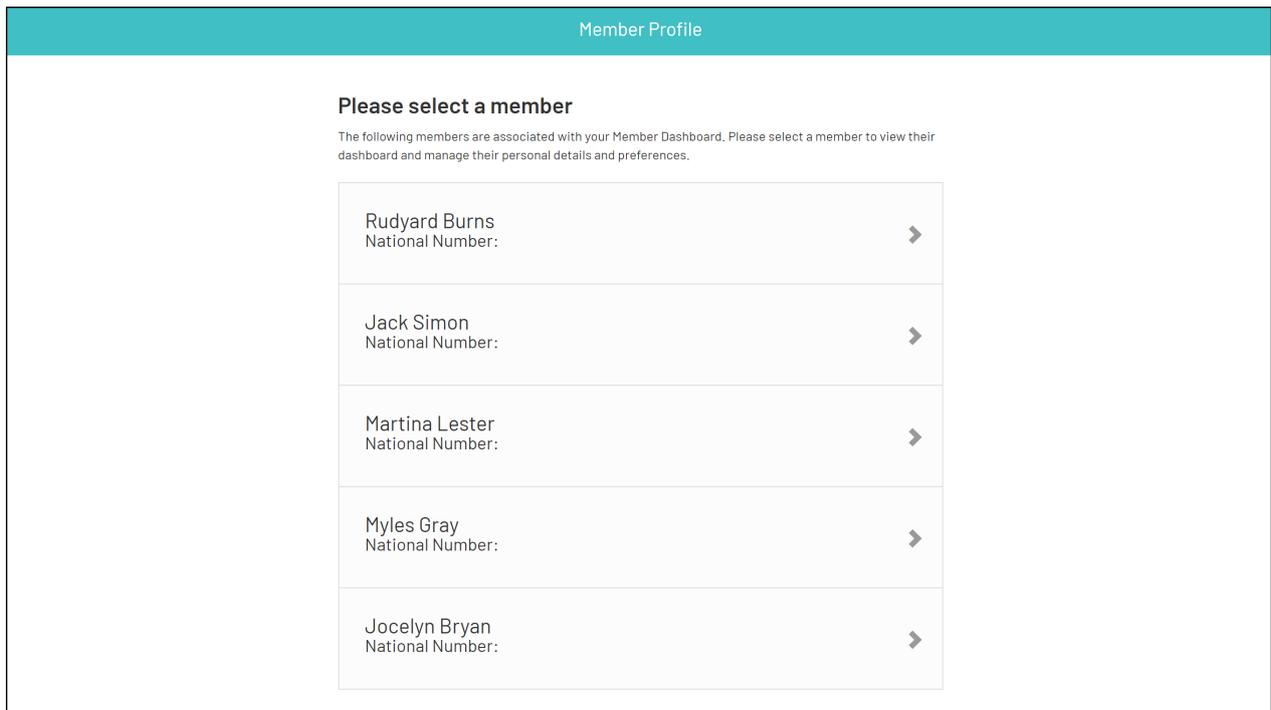
For assistance in finding and logging into your Member Profile, click [here](#).

1. Use your email address and password to login to your Member Profile. These should be the same credentials as you used to complete your registration.

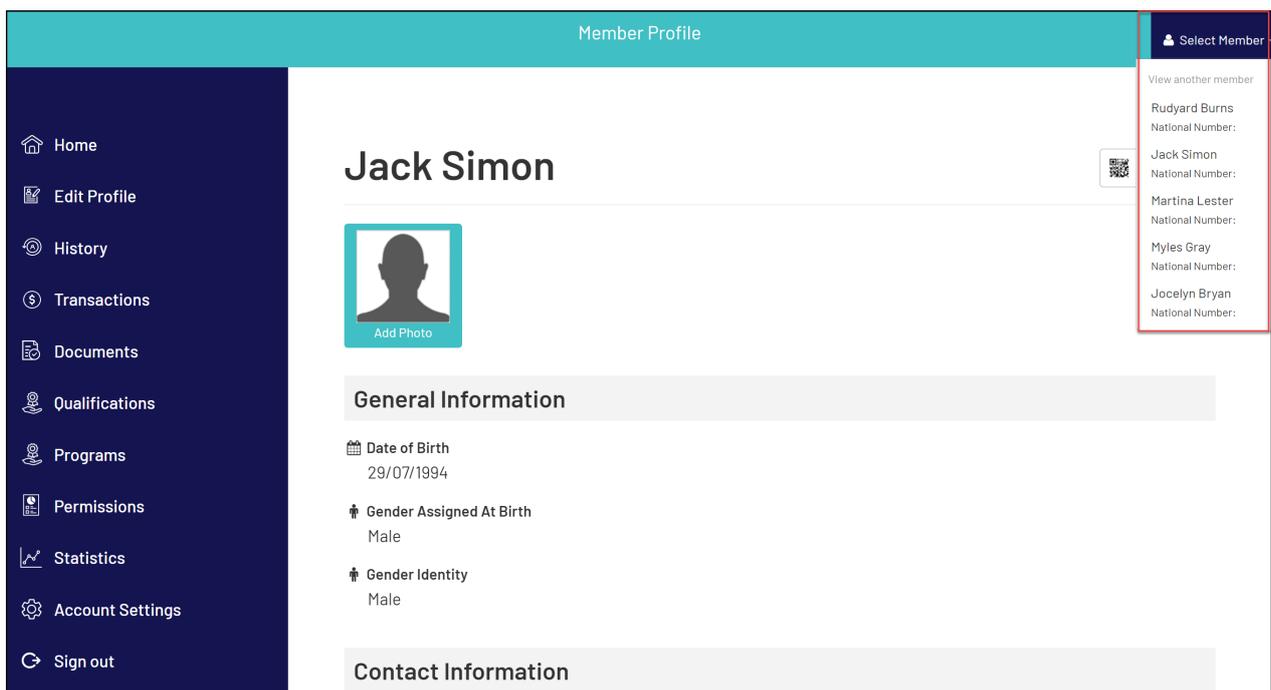
Note: Depending on your sport, your member profile may be branded differently to the below example

A screenshot of a web page titled 'Member Profile'. The page has a teal header bar with the text 'Member Profile'. Below the header, the main content area is white and contains the heading 'Please sign in'. Underneath the heading, there are two input fields: 'Email' with a placeholder 'Email Address' and 'Password' with a placeholder 'Password'. To the right of the password field is a 'SHOW' button and a 'Forgot?' link. Below the input fields is a green 'Sign in' button. At the bottom of the page, there is a dark footer bar containing the copyright notice '© Copyright GameDay. All rights reserved. | Privacy Policy' and the GAMEDAY logo.

2. If your email address is linked to multiple Members, you will be given the option to choose which member dashboard you would like to access. If you have only one member assigned to your profile you will be immediately directed to the profile as per Step 3.



3. Once you have successfully logged in, you can change the member (if linked to multiple) in the top-right hand corner of the page by clicking the **SELECT MEMBER** option.



4. Click **DOCUMENTS** in the left-hand menu

Member Profile Select Member

Home
Edit Profile
History
Transactions
Documents
Qualifications
Programs
Permissions
Statistics
Account Settings
Sign out

Jack Simon

 View QR Code



Edit Photo Delete Photo

General Information

 Date of Birth
29/07/1994

 Gender Assigned At Birth
Male

 Gender Identity
Male

5. Here you will see a list of any documents you have uploaded to your record, and you can use the **CHOOSE FILE** button to upload a new document.

Member Profile Select Member

Home
Edit Profile
History
Transactions
Documents
Qualifications
Programs
Permissions
Statistics
Account Settings
Sign out

Documents

Birth Certificate	50 KB	png	15/09/2023 13:52	(Delete)
Working with Children's Check	17 KB	png	15/09/2023 13:52	(Delete)

New Document

To add a document click the browse button and find the document you wish to upload from your computer. When you have selected the file click the "Upload" button.

Document Name
 No file chosen

6. When you're ready to upload your new files, click **UPLOAD**

Transactions

Documents

Qualifications

Programs

Permissions

Statistics

Account Settings

Sign out

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Document Name
 No file chosen

Document Name
 No file chosen