



How do I edit a member's details?

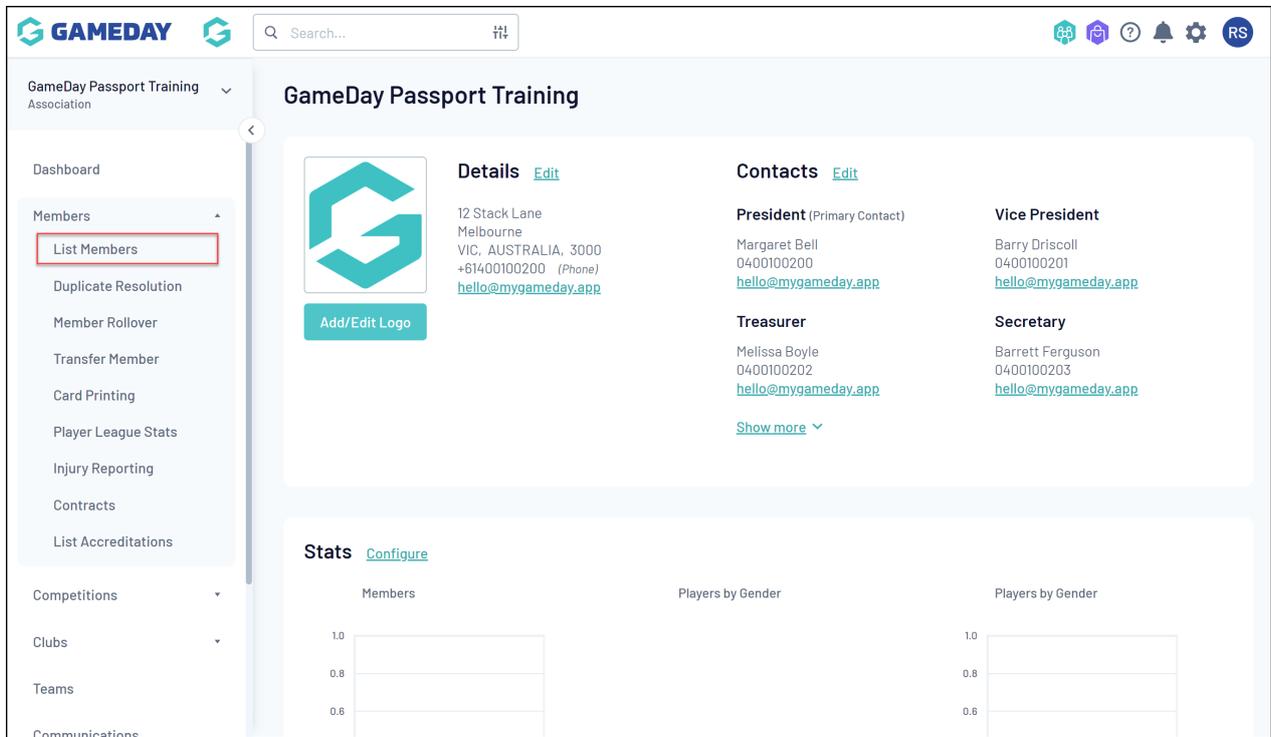
Last Modified on 09/11/2023 12:14 pm AEDT

Editing a Member Record

Once created, member records can be edited, as long as the organisation has set at least one field to **Editable** or **Compulsory** in the [Field Configuration](#) section.

To edit a member record:

1. Click on **Members** in the menu and select **LIST MEMBERS**



2. Locate the member record that you want to edit, and click the **VIEW** (magnifying glass) icon next to the member's name.

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	

3. The member's record will open. Click the **EDIT** button next to **Member Summary**.

Reubenad Adams

Mark as Duplicate **Member Cards**



Add Photo

Member Summary **Edit**

Assigned Gender at Birth: Male

Date of Birth: 24/01/2010

Nationality: TUNISIA

Contact Details **Edit**

Email: bevipo@mailinator.com

Registered

Registered in Current Season: **2023 Season** as Player

Other Clubs

GameDay Passport Training (Player)

Documents

No Documents available

Add Document

4. Enter the new information into the fields, or change any existing information, then click **UPDATE MEMBER**.

Reubenad Adams

i If you are having trouble saving this, please check you have all elements in other pages completed. To easily do this use the "Show All" tab at the far right.

Interests
Personal Details
Contact Details
Identification
Other Details
Show All

ADD/EDIT PHOTO

To modify, change the details in the boxes below. When you have finished, press the '**Update Member**' button.

Note: All boxes marked with a * must be filled in.

Documents

ADD DOCUMENT

Identification

Passport Nationality

Birth Certificate Number

Update Member