

Creating Person Record

A person record is a complete profile that contains basic personal details, assigned roles and associated attributes, additional details (captured using custom fields) and payment information.

- 1. To Create a Person Record, first search for the Person in the Person List (see [Searching Person Record](#) - Using Add New Person Screen).
- 2. Once you've determined that the Person is not already found in the Person List, you may add them by clicking the **Create New Person** button.

Search Results

If the person record you wish to create was not found in the search, please create a new record.

CREATE NEW PERSON

No records found. Please refine your search.

Alternate lastname (eg maiden name) shown in brackets []

- 3. Enter the Person details as described below.
- 4. Click **Add** to add the Person.

Add New Person ?

Registration Manager

CRMActivityWorkflows

Personal Details

Role	<div><div>*</div><div>Role</div><div>Sub Role</div></div> <div><div>PLAYER</div><div><input type="checkbox"/> SENIOR<input type="checkbox"/> JUNIOR<input type="checkbox"/> VETERAN<input type="checkbox"/> NETSETGO</div></div>
Title	<div><div>Select...</div></div>
First Name	<div><div>*</div><div></div></div>
Middle Name / Initial	<div><div></div></div>
Last Name	<div><div>*</div><div>smith</div></div>
Alternate Last Name / Maiden Name	<div><div></div></div>
Date of Birth	<div><div>*</div><div><div></div><div></div></div></div>
Country of Birth	<div><div></div></div>
Gender	<div><div>*</div><div><input type="radio"/> Male<input type="radio"/> Female<input type="radio"/> Undisclosed</div></div>

Email * ☐ No email

Address1 *

Address2

Address3

Suburb/Town *

Postcode *

State/Territory *

Country *

Home Phone

Work Phone

Mobile Phone * ☐ No mobile phone

Fax Number

Next of Kin / Emergency Contact - Name *

Next of Kin / Emergency Contact - Phone *

Additional Information

Do you identify as Aboriginal and/or Torres Strait Islander? *

In which country were you born? *

Are there any languages other than English spoken at home? *

If Yes, then what other languages are spoken?

Do you have a disability? *

3rd language spoken

Comment
(Only displays on this page) 

Add



Your organisation will determine which fields are mandatory when entering a new person record. These required fields will be marked with an asterisk (*).

In addition, the following rules apply to information entered on this screen:

- First Name and Last Name may not contain numbers.
- Phone numbers, mobile numbers and fax numbers, if entered, must contain 10 digits, including area code where applicable. Certain characters such as ()- and spaces are also allowed.
- Postcode, if entered, must contain 4 digits only.