

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

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.