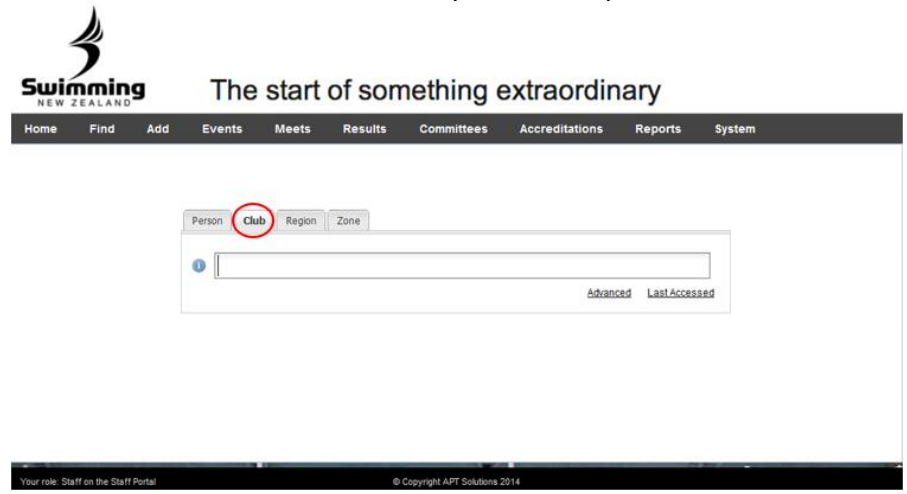


How do I view a full listing of my club's members?

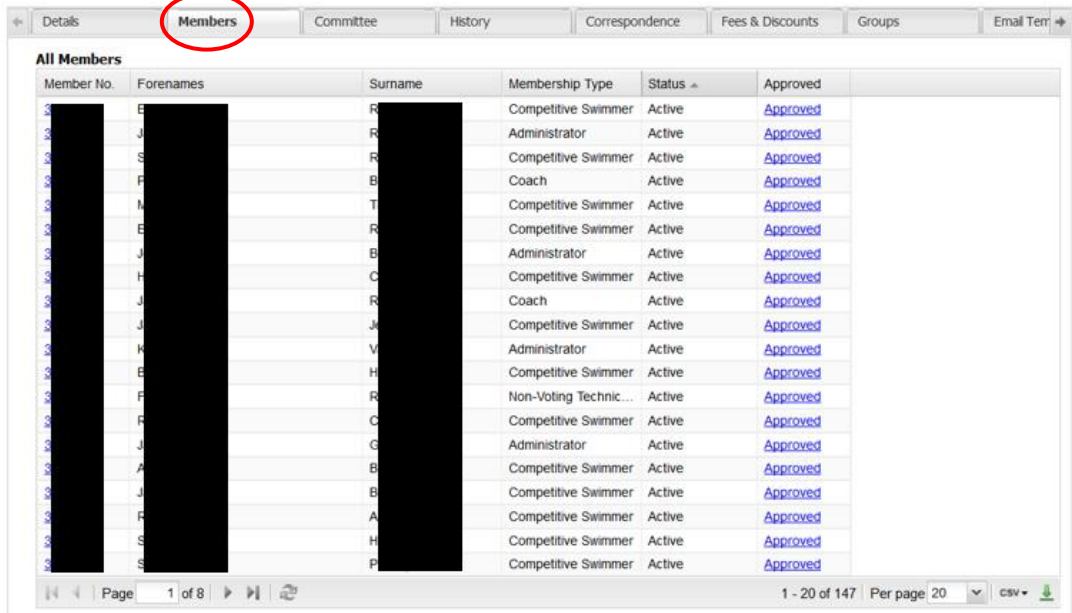
1

Click on the club tab and access your club's profile.



2

Select the members tab



The screenshot shows the 'All Members' table with the following columns: Member No., Forenames, Surname, Membership Type, Status, and Approved. The 'Members' tab is circled in red. The table contains 17 rows of member data. At the bottom, there is a pagination control showing 'Page 1 of 8' and '1 - 20 of 147'.

Member No.	Forenames	Surname	Membership Type	Status	Approved
38	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
39	[Redacted]	[Redacted]	Administrator	Active	Approved
40	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
41	[Redacted]	[Redacted]	Coach	Active	Approved
42	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
43	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
44	[Redacted]	[Redacted]	Administrator	Active	Approved
45	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
46	[Redacted]	[Redacted]	Coach	Active	Approved
47	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
48	[Redacted]	[Redacted]	Administrator	Active	Approved
49	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
50	[Redacted]	[Redacted]	Non-Voting Technic...	Active	Approved
51	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
52	[Redacted]	[Redacted]	Administrator	Active	Approved
53	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
54	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
55	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
56	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved

This screen lists all members in your club. The list can be sorted in various ways by moving your mouse over the column titles and selecting the sorting method available, e.g. Surnames ascending or descending.

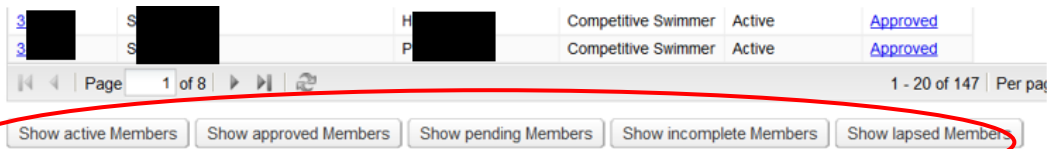


The screenshot shows the 'All Members' table with the 'Approved' column header circled in red. A dropdown menu is open over the 'Approved' header, showing 'Sort Ascending' and 'Sort Descending' options.

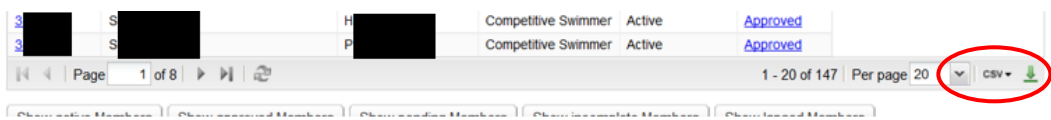
Member No.	Forenames	Surname	Membership Type	Status	Approved
38	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
39	[Redacted]	[Redacted]	Administrator	Active	Approved
40	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved



Using the buttons located on the bottom left-hand side of the list, you can choose to filter the member list to show Only Lapsed Members or All Members.



Also use the download button on the bottom right to export the list of members you are viewing to a csv file.



Selecting the highlighted Member Number will show the following member profile.

Mailname	Membership Type	Membership Number	Meet Manager	Date of Birth	Age	Join date	Indicator	Approved Status
Miss E [REDACTED]	Competitive Swimmer	3 [REDACTED]	[REDACTED]	[REDACTED]	16	17/07/2011	Unknown.Non Paying	Approved

Personal	Profile	Events & Meets	Accreditation	Correspondence	History	Biometrics
This person Miss E [REDACTED] ([REDACTED]) Add to Basket Personal details Add to Card run		Web Access Web User Id [Not set] Password [Not set] Edit		Status Record [REDACTED] is currently active Lapse		
Contacts Type Email addresses Personal [REDACTED] Log received email Send quick email Type [REDACTED] Telephone [REDACTED] Mobile [REDACTED] Log incoming call Log outgoing call Edit contact details		Club Jasi Swim Club PO Box 29 064 Christchurch 8540 Select		Approved Member Status Approved Edit		
Personal Address Address [REDACTED] Post Code [REDACTED] Edit		Secondary Club [REDACTED] Select		Subscriptions Type Competitive Swimmer Pay Method Cheque / Cash Paid By Description Value Club subscriptions Region / State / National 0.00 Total 0.00 Subs due today 0.00 Total due 0.00 Discount 0.00 Discounted Amount		
Manual pay Pay Now Transactions Edit						

3

To return to the full list of members, select Return to main Screen at the top of the new page.

