

# How do I search for members in my database?

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Admins have two ways that they can search for members within their organisation database:

- Within the member list
- Within the advanced search

Both can be used to search members within the current season and/or past seasons.

NOTE: if no members can be found within the list in the current season or past season it will most likely mean they have never been registered before or are currently at another club and need a transfer.

### WITHIN THE MEMBER LIST

Searching within the member list is best used when a member has been registered in the current season but can also be used to search previous seasons as well.

#### **MEMBER IS REGISTERED IN THE CURRENT SEASON**

1. Click on the **MEMBERS** drop down and select **LIST MEMBERS**.

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GameDay Passport Training 🖕	GameDay Passport T	raining Help					
C Dashboard	Detail	S Edit	Contacts Edit				
AR Members *	565 Bou	ke Street	President (Primary	Contact) Vice	e President	Treasurer	Secretary
List Members Member Rollover	Melbour 3000 0400100 hello@s	te 200 (Phone) acksports.com	Beau Noel 0400100200 <u>hello⊕stacksports</u> .	Gillia 040 com helle	an Lancaster 0100300 <u>&gt;@stacksports.com</u>	Madaline Morrow 0400100400 <u>hello@stacksports.com</u>	Evelyn Bradley 0400100500 hello@stacksports.com
Transfer Member	Addr Edit Edge		Show more ~				
Injuries							
List Accreditations	Stats Configure						
♀ Competitions .	Members	Players by Gender	Players by Gender	Players		Coaches	Umpires
27 Teams	1.0		1.0	1.0	10		10

This list should default to the current season your sport/national body has set.

3. Within the search bar of this member list, start typing the **LAST NAME** of the member.

				Showing Fai Ho	nily Name Including Seas	son Age Group	Club Status: Member	Type Gender • All Genders •
	Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender at	Club #	Telephone Number (Mobile)	Active in Club
đ		Shane	Holden	21/11/1980	Male			
đ		Ferris	Holmes	23/02/1999	Male			
đ		Colby	House	03/05/1970	Female			

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

				Showing Fam Ho	hily Name Including Se	eason 2023 v	Age Group	Club Status: Active *	Member Type All	Gender     All Genders
_	Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender at	Club #		Telephone Number (Mobil	ie) Act	tive in Club
đ		Shane	Holden	21/11/1980	Male					l.
a	<b>Z</b>	Ferris	Holmes	23/02/1999	Male					Ľ.
7	<b>v</b>	Colby	House	03/05/1970	Female				~	

#### MEMBER WAS REGISTERED IN PREVIOUS SEASON (NOT CURRENTLY REGISTERED)

1. Click on the **MEMBERS** drop down and select **LIST MEMBERS**.

GAMEDAY G	Q Search #					裔 🦚 🎯 🤉 🌲 🕫
GameDay Passport Training 🗸	GameDay Passport Tra	ining Help				
Dashboard	Details	Edit	Contact	S Edit	- Devided Transmission	0
List Members	Add/Edit Logo	0 (Phone) Ksports.com	President Beau Noel 04010020 hello@stac	(Primary Contact) Vic Gill 0 044 ksports.com hel	Se Freshent Fressurer Bis Lancaster Madaline Morrow D000300 040000400 Io@stacksports.com helio@stackspor	Secretary Evelyne Frankley 0400100500 is.com hello@stacksports.com
Injuries List Accreditations	Stats Configure					
<ul> <li>♀ Competitions •</li> <li>♀ Teams</li> </ul>	Members	Players by Gender	Players by Gender	Players	Coaches	Umpires

2. This list will be defaulted to the current season your sport/national body has set. To search a different season you will need to change the **SEASON** within the **SEASON** dropdown list.

If you are unsure what season the member was registered in scroll to find **ALL SEASONS** within the drop down search.

				s	howing Family Name Includin	2023 * -All Age Group Club Status: Member Type Gender All & All Genders
	Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gend	Telephone Number (Mobile) Active in Club
	-	5 mm			1000	2023 *
ť					1000	2022/2023 Summer 2022 Winter
ť					1000	2022 Assoc
t					1000	2022 2021
ť					100	2020
t					100	2017 Lm
F					1000	2015

3. Within the search bar of the member list, search the members **LAST NAME**.

				Showi	Ing Family Name Including	Seaso •	Club Status:         Membe           *         Active         *	Type Gender Type All Genders T
	Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender at	Club #	Telephone Number (Mobile)	Active in Club
đ		Ferris	Holmes	23/02/1999	Male			
đ		Lacey	Mendoza	02/03/2004	Female			
đ		Stacey	Mendoza	08/02/2011	Female			
đ		Bruno	Merrill	23/03/2018	Male			
đ		Summer	Merritt	18/04/1975	Female			

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

## WITHIN THE ADVANCED SEARCH

A member in the current season or a past season can be searched via the advanced search bar and can be used regardless of the section you are in within your database.

1. In the top right hand corner, start inputting the **LAST NAME** of the member you need to find. The members related to that name should start to appear in a list underneath this bar.

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GameDay Passport Training 🗸	Members Daniels, Beau (Game Day Passport Training) Melp				
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8	(I) ====	President	Test Transferrer	Transcen	Texaster.
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5-					

2. Click on the relevant member to access their member profile.

If you cannot find a member in this list or there are too many members under this name, then you can specific the advanced search further.

3. Within the search bar, click on the **FILTER** icon.

ameDay Passport Training 🗸	GameDay Passport Training Help

You will then be taken to the advanced search list where you can use a variety of different information to search for the member.

4. Input the relevant information needing to find the specific member.

GameDay Passport Training Club	~	Search	
Dashboard		Search using the options below Searching from Club down Search Entity	Member •
Competitions	•	Family Name	
Communications		First Name Email (or Parent Email)	
Registrations	×	Date of Birth	Day • Month • Year •
🕋 GameDay View	•	National Number Member Number	
		Search	

5. The related member/s will display in a list, click on the name to access the relevant member record.

S	Search Results							
	Search found the following results:							
	Barrett Ferguson	Active in Association	06/01/1989					
	Inez Ferguson	Active in Association	16/11/1985					