

How do I change the fields that appear on my Member List?

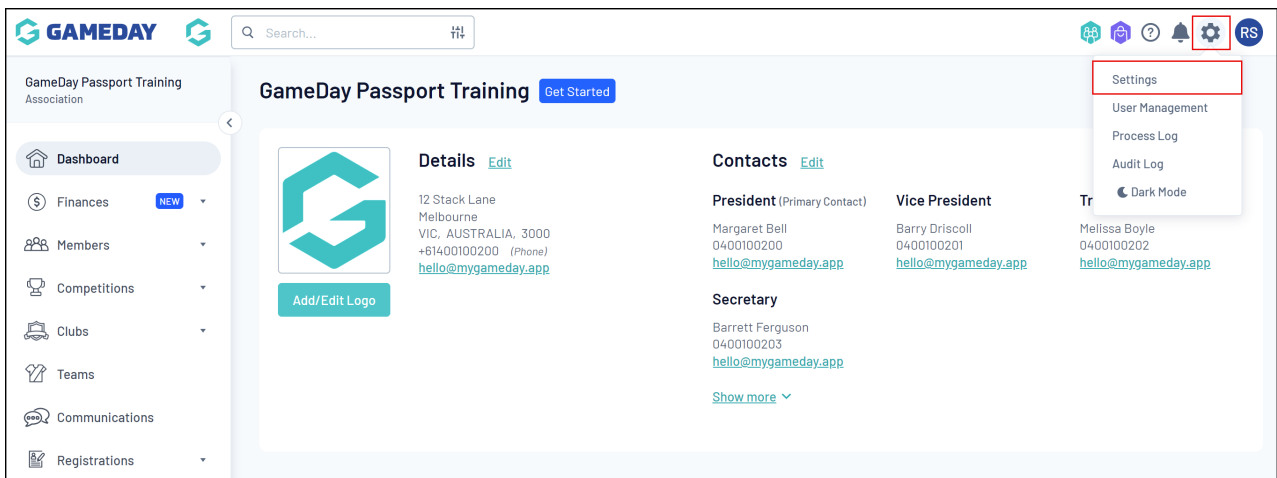
Last Modified on 29/05/2024 11:31 am AEST

The Member List in Passport is the page displayed when viewing members through the **Members > List Members** option of a given organisation. Association administrators can customise the table columns that appear in this list for its own database and for club and team level organisations attached to it by following the steps below:

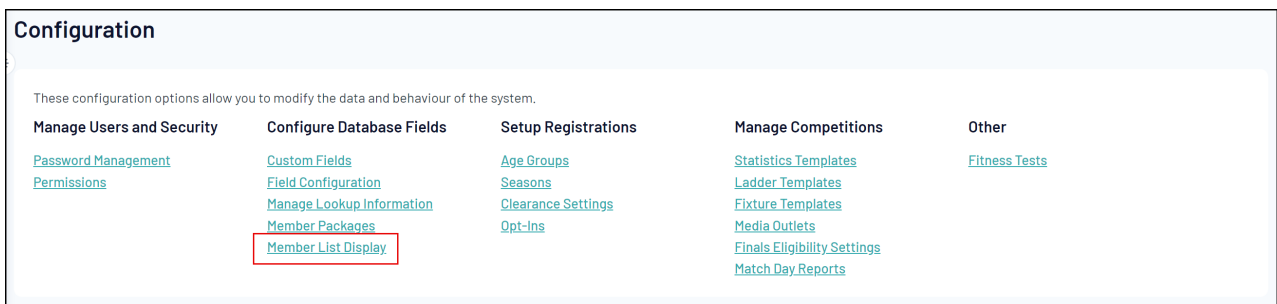
Note: This functionality is only available at Association/League level

To access the member list from the association, club or team level of the database, click on Members and select List Members from the drop-down menu. An example of a member list (viewed through the association level) is shown below:

1. From your Association dashboard, click the **Setting Cog**, then **SETTINGS**



2. Under **Configure Database Fields**, click **MEMBER LIST DISPLAY**



3. Drag and drop any fields you want to display in your member list from the **Available Fields** into the **Selected Fields** section

Note: The order of the fields displayed here (top to bottom) determines the order in which they will appear on the member list (left to right)

Member List Fields

Use this screen to choose which fields to display on your member list by dragging fields from the box on the left into the (box on the right). When you have finished press the 'Update' button.

Available Fields

Address Line 1
Address Line 2
Allow Medical Treatment
Any Allergies
Any Medical Conditions?
Are you a member of National Team
Are you new to our club?
Are you new to the sport?
Birth Certificate Number
City of Residence
COACH:Coach Active?
COACH:Coach Registration No.

Selected Fields

1. Active in Association
2. Legal Firstname
3. Family name
4. Date of Birth
5. Gender at Birth
6. Telephone Number (Mobile)
7. Postcode

Sort by:

Family name

Update

4. Choose a field that you want members sorted by on your member list by applying it in the **SORT BY** field

Member List Fields

Use this screen to choose which fields to display on your member list by dragging fields from the box on the left into the (box on the right). When you have finished press the 'Update' button.

Available Fields

Address Line 1
Address Line 2
Allow Medical Treatment
Any Allergies
Any Medical Conditions?
Are you a member of National Team
Are you new to our club?
Are you new to the sport?
Birth Certificate Number
City of Residence
COACH:Coach Active?
COACH:Coach Registration No.

Selected Fields

1. Active in Association
2. Legal Firstname
3. Family name
4. Date of Birth
5. Gender at Birth
6. Telephone Number (Mobile)
7. Postcode

Sort by:

Family name

Update

5. Click **UPDATE**

Member List Fields

Use this screen to choose which fields to display on your member list by dragging fields from the box on the left into the (box on the right). When you have finished press the 'Update' button.

Available Fields	Selected Fields	Sort by:
Address Line 1	1. Active in Association	Family name
Address Line 2	2. Legal Firstname	<input type="button" value="Update"/>
Allow Medical Treatment	3. Family name	
Any Allergies	4. Date of Birth	
Any Medical Conditions?	5. Gender at Birth	
Are you a member of National Team	6. Telephone Number (Mobile)	
Are you new to our club?	7. Postcode	
Are you new to the sport?		
Birth Certificate Number		
City of Residence		
COACH:Coach Active?		
COACH:Coach Registration No.		

6. Now head back to your member list through the **Members > LIST MEMBERS** option in the left-hand menu

GameDay Passport Training Association

Member List Fields

Fields Updated

Use this screen to choose which fields to display on your member list by dragging fields from the box on the left into the (box on the right). When you have finished press the 'Update' button.

Available Fields	Selected Fields	Sort by:
Address Line 1	1. Active in Association	Family name
Address Line 2	2. Legal Firstname	<input type="button" value="Update"/>
Allow Medical Treatment	3. Family name	
Any Allergies	4. Date of Birth	
Any Medical Conditions?	5. Gender at Birth	
Are you a member of National Team	6. Telephone Number (Mobile)	
Are you new to our club?	7. Postcode	
Are you new to the sport?		
Birth Certificate Number		
City of Residence		
COACH:Coach Active?		
COACH:Coach Registration No.		

You will now see the table columns and member data sorted according to your selections

ADD

Members in Association [?]

[View Member Profile Portal](#)

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	Gender at Birth	Telephone Number (Mobile)	Postcode
	<input checked="" type="checkbox"/>	Reuben	Adams	24/01/2010	Male		
	<input checked="" type="checkbox"/>	Tony	Allman	16/07/2015	Male		
	<input checked="" type="checkbox"/>	Paula	Alvarado	17/09/2000	Female		
	<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002	Female		
	<input checked="" type="checkbox"/>	Andre	Antonio	02/02/1990	Male	040011222	3000
	<input checked="" type="checkbox"/>	Colton	Bailey	21/02/2010	Male		