



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.

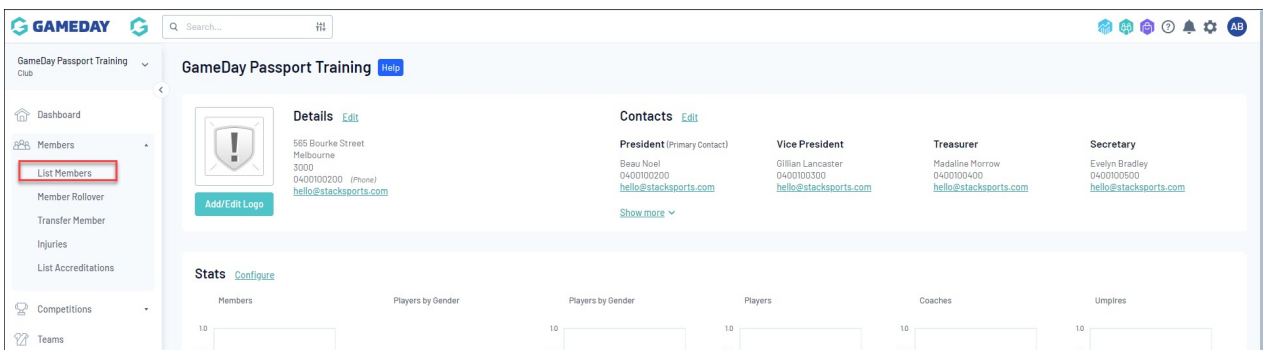
NOTE: if no members can be found within the list in the current season or past season it will most likely mean they have never been registered before or are currently at another club and need a transfer.

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**.






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.



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

Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender at ...	Club #	Telephone Number (Mobile)	Active in Club
	Shane	Holden	21/11/1980	Male			<input checked="" type="checkbox"/>
	Ferris	Holmes	23/02/1999	Male			<input checked="" type="checkbox"/>
	Dolby	House	03/05/1970	Female			<input checked="" type="checkbox"/>

MEMBER WAS REGISTERED IN PREVIOUS SEASON (NOT CURRENTLY REGISTERED)

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

The screenshot shows the GameDay Passport Training dashboard. The left sidebar contains a 'Members' dropdown menu with 'List Members' highlighted in a red box. Other options include Member Rollover, Transfer Member, Injuries, and List Accreditations. The main content area shows club details, contact information for President, Vice President, Treasurer, and Secretary, and a 'Stats' section with various filters.

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.*

Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender at ...	Club #	Telephone Number (Mobile)	Active in Club
<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>

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

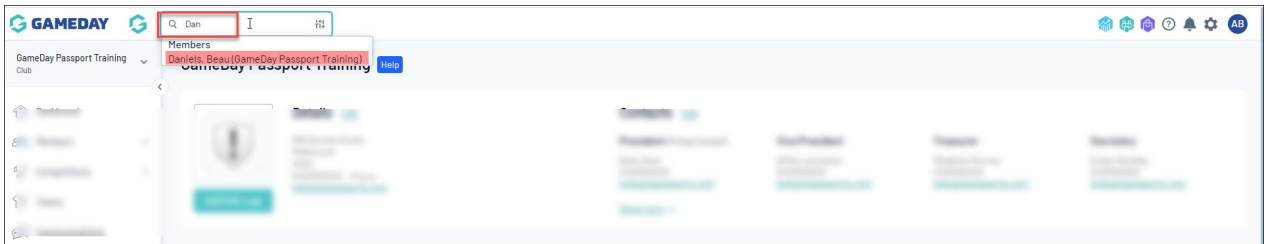
Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender at ...	Club #	Telephone Number (Mobile)	Active in Club
<input checked="" type="checkbox"/>	Ferris	Holmes	23/02/1999	Male			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lacey	Mendoza	02/03/2004	Female			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Stacey	Mendoza	08/02/2011	Female			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bruno	Merrill	23/03/2018	Male			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Summer	Merritt	18/04/1975	Female			<input checked="" type="checkbox"/>

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.

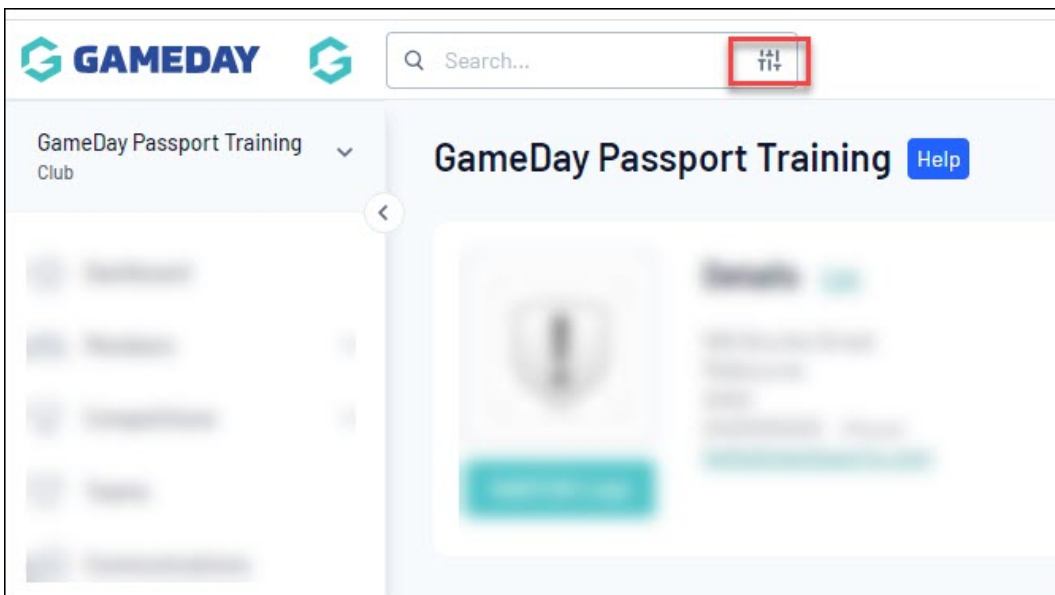
1. In the top right hand corner, start inputting the **LAST NAME** of the member you need to find. The members related to that name should start to appear in a list underneath this bar.



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.



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

Search using the options below
Searching from Club down

Search Entity:

Family Name:

First Name:

Email (or Parent Email):

Date of Birth:

National Number:

Member Number:

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

Search Results

Search found the following results:

Barrett Ferguson	Active in Association	06/01/1989	
Inez Ferguson	Active in Association	16/11/1985	