

How do I search for members in my database?

25/09/2025 2:49 pm AEST

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**.

The screenshot shows the GameDay Passport Training Club interface. On the left, a sidebar contains a 'Members' dropdown menu with 'List Members' selected. The main area displays club details, including a contact list with roles like President, Vice President, Treasurer, and Secretary. Below this, there are stats for Members, Players by Gender, and Coaches.

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.

The screenshot shows the member list search interface. A search bar at the top is highlighted with a red box, displaying 'Showing Family Name Including' and 'Ho'. Below the search bar, there are filters for Season (2023), Age Group (--All Age Gr...), Club Status (Active), Member Type (All), and Gender (All Genders). A table of members is shown below the filters.

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

Showing Family Name Including
Season
Age Group
Club Status
Member Type
Gender

Ho
2023
--All Age Gr...
Active
All
All Genders

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			
	Ferris	Holmes	23/02/1999	Male			
	Colby	Houde	03/05/1970	Female			

MEMBER WAS REGISTERED IN PREVIOUS SEASON (NOT CURRENTLY REGISTERED)

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

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.*

Showing Family Name Including

Season

2023

Age Group

--All Age Gr...

Club Status:

Active

Member Type

All

Gender

All Genders

Active in Association

Legal Firstname

Family name

Date of Birth

Assigned Gender at Birth

Telephone Number (Mobile)

Active in Club

2023

2022/2023 Summer

2022 Winter

2022 Assoc

2022

2021

2020

2017

2016

2015

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

Showing Family Name Including

Me

Season

--All Seaso...

Age Group

--All Age Gr...

Club Status:

Active

Member Type

All

Gender

All Genders

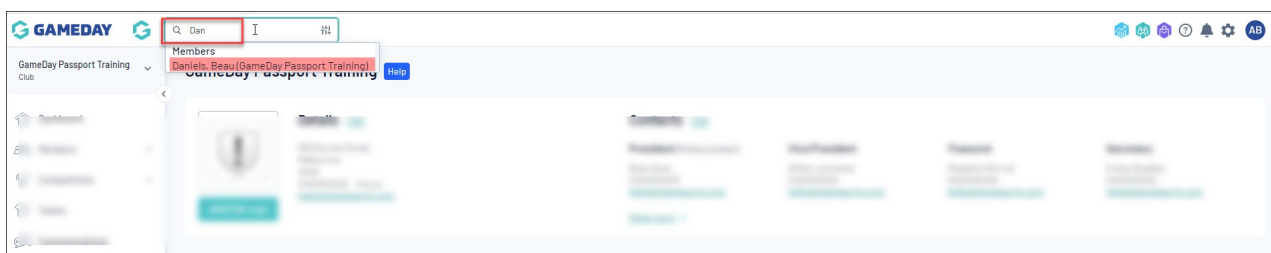
Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gender at ...	Club #	Telephone Number (Mobile)	Active in Club
<input checked="" type="checkbox"/>	Ferris	Holmes	23/02/1999	Male			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Lacey	Mendoza	02/03/2004	Female			<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.

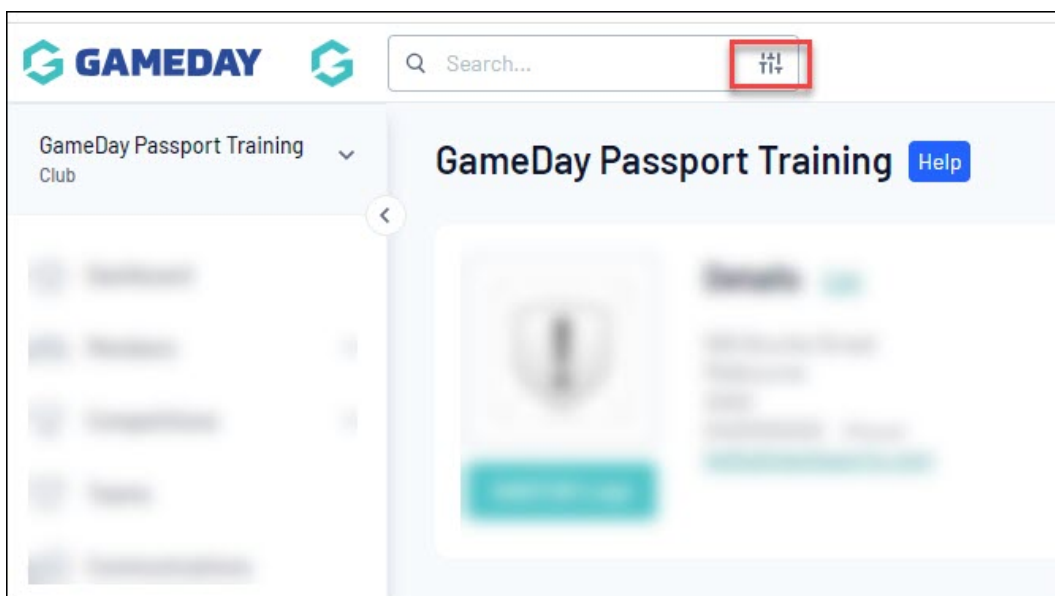
1. In the top right hand corner, start inputting the **LAST NAME** of the member you need to find. The members related to that name should start to appear in a list underneath this bar.



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.

A screenshot of the GameDay Passport Training Club interface showing the advanced search form. The form is titled 'Search' and includes a sidebar with navigation options. The search form contains the following fields: 'Search Entity' (a dropdown menu with 'Member' selected), 'Family Name', 'First Name', 'Email (or Parent Email)', 'Date of Birth' (with 'Day', 'Month', and 'Year' dropdowns), 'National Number', and 'Member Number'. A 'Search' button is located at the bottom of the form.

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	