ClubRunner

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How do I search for a member?

Michael C. - 2021-02-08 - Membership Management

You can search for members from your own club and or other clubs in your district using the district website.

- 1. Go to your district homepage and click on the **Member Login** link at the top right of the page. Then, enter your login details on the page that appears.
- You are now logged in. To access the District Administration page, click on Member Area on the top right.
- 3. You are now on the **District Administration** page. Click the **Membership** tab just under the header.
- 4. Next. click on Member Search.
- 5. You are now on the **Member Search** page. Here you may search for members within your district by entering your search filter criteria. You are required to fill out at least one field to search on such as: name, club, email, etc before you can use the search option.

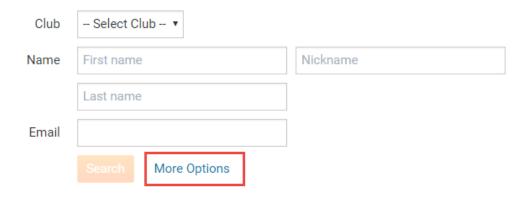
Note: The search filter options are searching for partial matches on an individual field level, and all filter options are added together.

Example: If you search for First Name: Jo, Last Name: Smith, all members names starting with Jo and a last name starting with Smith will be returned.

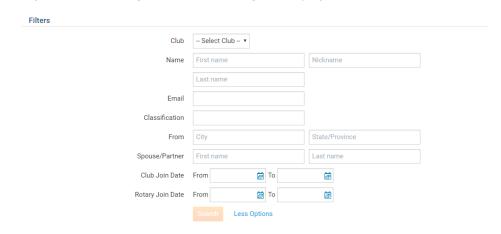
Filters Club -- Select Club -- ▼ Name First name Last name Email Search More Options Name Primary Email Preferred Phone Club Classification Designations Actions No data to display

6. You can also use the **More Options** link to search for members based on additional filter options such as: Classification, City & State, Partner Information, Club &

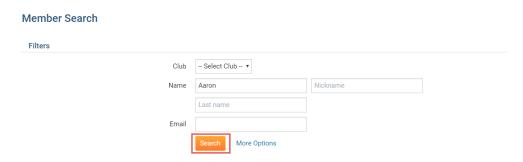
Rotary/Organization Join date.



7. After you click **More Options** the following will display.



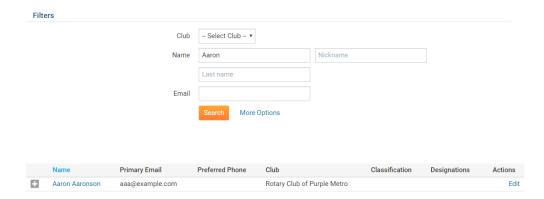
8. When you have entered all the fields for which you wish to search, click the **Search** button.



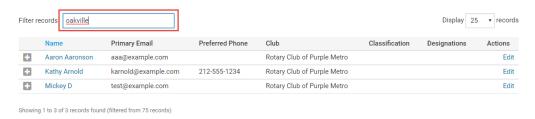
9. Your results based on your criteria will be shown below the search options. Clicking on the **plus icon** on any member in the results will allow you to view additional information.

Note: This search is limited by members privacy preferences. Members and/or specific parts of their information may not appear based on their preferences.

Member Search



10. You may use the **Filter Records** options above the results to help identify a specific record. For example, if you entered a the word "Oakville", you will see the search results are further filtered showing only matching cases.



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