ClubRunner

Help Articles > District Help > District - Administration Guide > Membership Management > How do I search for a member?

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.

Member Sear	ch							
Filters								
		Club	Select Club 🔻					
	Ν	lame	First name		Nickname			
			Last name					
	E	Email						
			Search More C	ptions				
Name	Primary Email	Prefer	ed Phone	Club	Classification	Designation	ns	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.

Club	Select Club 🔻	
Name	First name	Nickname
	Last name	
Email		
	Search More Options	

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

Filters		
Club	Select Club 🔻	
Name	First name	Nickname
	Last name	
Email		
Classification		
From	City	State/Province
Spouse/Partner	First name	Last name
Club Join Date	From 🛗 To	
Rotary Join Date	From 🛗 To	
	Search Less Options	

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

Member Search			
Filters			
Club	Select Club 🔻		
Name	Aaron	Nickname	
	Last name		
Email			
	Search More Options		

 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.

Mem	ber Search							
Filter	s							
		Club	Select Club 🔻					
		Name	Aaron		Nickname			
			Last name					
		Email						
			Search More C	ptions				
	Name	Primary Email	Preferred Phone	Club		Classification	Designations	Actions
+	Aaron Aaronson	aaa@example.com		Rotary Club of F	Purple Metro			Edit

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.

Filter re	ecords oakville					Display 25	 records
	Name	Primary Email	Preferred Phone	Club	Classification	Designations	Actions
•	Aaron Aaronson	aaa@example.com		Rotary Club of Purple Metro			Edit
+	Kathy Arnold	karnold@example.com	212-555-1234	Rotary Club of Purple Metro			Edit
Ð	Mickey D	test@example.com		Rotary Club of Purple Metro			Edit

Showing 1 to 3 of 3 records found (filtered from 75 records)

Related Content

• How do I view and edit a member's profile? (District)