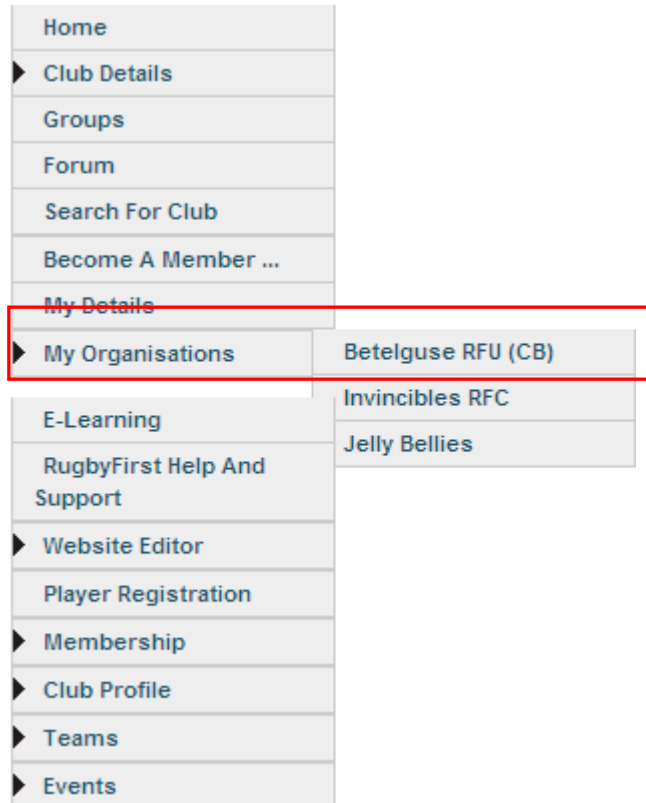


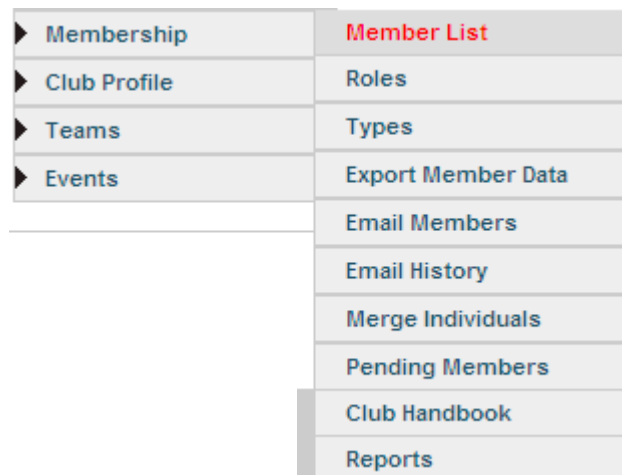
## Searching Function (Constituent Bodies)

If you are a constituent body there is one major difference when it comes to searching, compared to the clubs. Constituent bodies can search across all clubs within that CB. Clubs can only search within their own club.

To carry out a search, firstly ensure you are on your current CB. To do this go to **“Organisations”** and select your CB.



Once you are on your selected CB, Select **Membership** and **Membership List**.



This will bring you to the membership list. From the membership list, **select “Click here to search for members”**

- Home
- ▶ Club Details
- Groups
- Forum
- Search For Club
- Become A Member ...
- My Details
- ▶ My Organisations
- E-Learning
- RugbyFirst Help And Support
- ▶ Website Editor
- Player Registration
- ▶ Membership
- ▶ Club Profile
- ▶ Teams
- ▶ Events

### Membership List

[Click here to search for members](#)

List All - [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Type	Name	Renewal	Status	Phone/Email		CRB			<input type="checkbox"/>
Enquiry	<a href="#">YodieOdieOdie Along</a> <small>(receives news)</small>	08/08/2003	Full	24897624986					<input type="checkbox"/>
Member	<a href="#">April Ashley</a> <small>▶ Officer / President</small>	18/11/2005	Full	<a href="mailto:roger@objectiveinternet.com">roger@objectiveinternet.com</a> 128622 893383					<input type="checkbox"/>
Member	<a href="#">Monay Baggs</a> <small>▶ Officer / Hon Treasurer</small>	12/10/2002	Full	<a href="mailto:picture@work.com">picture@work.com</a> 01256123456					<input type="checkbox"/>
Member	<a href="#">Fozzy Bear</a>	23/11/2001	Full	<a href="mailto:fozzy@home.com">fozzy@home.com</a> 07887123456					<input type="checkbox"/>
Member	<a href="#">Joe Betel-Content</a> <small>▶ Webmaster / Full Webmaster</small>	19/10/2003	Full	<a href="mailto:linda@objectiveinternet.com">linda@objectiveinternet.com</a>					<input type="checkbox"/>
Member	<a href="#">Bazil Brush</a> <small>▶ CB Super User ▶ Webmaster / Full Webmaster</small>	23/11/2001	Full	<a href="mailto:bazil@work.com">bazil@work.com</a> 07887 123456					<input type="checkbox"/>
Member	<a href="#">James Burke</a> <small>▶ Webmaster / Full Webmaster</small>	30/07/2004	Full						<input type="checkbox"/>
Temporary	<a href="#">James Burke</a>	04/06/2009	Full	<a href="mailto:jamesburke@googlemail.com">jamesburke@googlemail.com</a>					<input type="checkbox"/>
Member	<a href="#">Max Burton</a>	10/09/2009	Full	<a href="mailto:MaxBurton@rfu.com">MaxBurton@rfu.com</a> (0) 20 1234567		<input checked="" type="checkbox"/>			<input type="checkbox"/>
Member	<a href="#">FSI CB Super</a> <small>▶ CB Super User</small>	04/01/2009	Full	<a href="mailto:paulchorley@rfu.com">paulchorley@rfu.com</a>					<input type="checkbox"/>

This will open a search facility where you can begin to populate your search.

The new window will display a number of pages (tabs) that help you filter your search to specific members, roles, awards or by clubs. You can also search across all the tabs, again to further break down the search.

### Membership List

[Click here to hide the member search panel.](#)

Members Roles Awards Constituents

Membership Search

Search Text  Member Status  Full  Lapsed  Enquiry

Membership Type  Gender

Award  Payment Method

Membership Number

From  To

DOB

Birthday

Join Date

Enquiry Date

Renewal Date

[Clear All Search Details](#) [Clear Membership Search Details](#)

Hide Search Panel After Search

For the purposes of this exercise, we are going to search for all Coaching Coordinators at the various clubs within the CB.

Select **“Roles”** from the tab menu. A new window will open allowing you search via roles.

### Membership List

[Click here to hide the member search panel.](#)

Members **\* Roles** Awards Constituents

Role Search

Role Category Sub-Category  Cascade All

Find people with role ...     Cascade

and also find ...     Cascade

and also find ...     Cascade

and also find ...     Cascade

and also find ...     Cascade

and also find ...     Cascade

[Clear All Search Details](#) [Clear Roles Search Details](#)

Hide Search Panel After Search

To begin your search, select the “**Role**” drop down box. This is where you can stipulate the specific role you are looking for. In our case we are looking for Coaching Coordinators. For this reason the role we must select is “**Club Contact**”

## Membership List

[Click here to hide the member search panel.](#)

Members	Roles	Awards	Constituents
Role Search			
	Role	Category	Sub-Category
			<input checked="" type="checkbox"/> Cascade All
Find people with role ...	*Any Role		
<input type="checkbox"/> and also find ...	*Any Role		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Advisor Development Officer		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	CB Super User		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Club Contact		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Club Liason		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Club Referee Developer		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Coach		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Committee		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Competition Roles		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	CRB Check		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Director of Rugby		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Higher Education		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Officer		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Player		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Referee		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Referee Appointments		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Referee Re-Appointments		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Regional Rugby Development		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Rugby Development Officer		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	RWC Recruitment Team		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	School		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Section Officers		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Team Officers		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Training Officer		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	vRugby		<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	Webmaster		<input checked="" type="checkbox"/> Cascade
<input type="button" value="Search"/>	<input checked="" type="checkbox"/> Hide Sea	<a href="#">Clear All Search Details</a>	<a href="#">Clear Roles Search Details</a>

Once you have selected the role the “**Category**” drop down box will become active. This is where you can specify the particular role you are searching for. “**Coaching Coordinator**”

### Membership List

[Click here to hide the member search panel.](#)

Members				
* Roles				
Awards				
Constituents				
Role Search				
	Role	Category	Sub-Category	<input checked="" type="checkbox"/> Cascade All
Find people with role ...	<input type="text" value="Club Contact"/>	<input type="text" value="Any Role Category"/>	<input type="text"/>	<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	<input type="text" value="*Any Role"/>	<input type="text" value="Any Role Category"/>	<input type="text"/>	<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	<input type="text" value="*Any Role"/>	<input type="text" value="Any Role Category"/>	<input type="text"/>	<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	<input type="text" value="*Any Role"/>	<input type="text" value="Any Role Category"/>	<input type="text"/>	<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	<input type="text" value="*Any Role"/>	<input type="text" value="Any Role Category"/>	<input type="text"/>	<input checked="" type="checkbox"/> Cascade

- Any Role Category
- Any Role Category
- Active Sports
- Administrator
- AU Funding Name
- CB Nominee
- CB Rep Junior
- CB Rep Senior
- Cheque Addressee
- Club Captain
- Coaching Co-ordinator**
- Community Rugby
- Community Rugby Coach
- Council Member
- Development Programme
- Domestic Union Rep
- Enquiries
- First Aid
- Fundraising
- Groundsmen
- International Ticket Contact
- League Contact
- Leagues
- Match Administration
- Match Officials
- Medical
- Men's Rugby Contact
- Pathfinder
- Recruitment and Retention
- Referee Co-ordinator
- RUSLO

[Clear Roles Search Details](#)

Once the category has been selected and if necessary the sub category will become active. This will only become active should you need to further break down the search, e.g. when searching for coaches it may be for a specific age range or group.

In this instance there are no other details required and the **“Sub Category”** will remain as **“Any Role Sub-Category”**

### Membership List

[Click here to hide the member search panel.](#)

	Role	Category	Sub-Category	<input checked="" type="checkbox"/> Cascade
				All
Find people with role ...	Club Contact	Coaching Co-ordinator	Any Role Sub-Category Any Role Sub-Category	<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	*Any Role			<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	*Any Role			<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	*Any Role			<input checked="" type="checkbox"/> Cascade
<input type="checkbox"/> and also find ...	*Any Role			<input checked="" type="checkbox"/> Cascade

[Clear All Search Details](#)      [Clear Roles Search Details](#)

    Hide Search Panel After Search

The first element of the search is now completed. You have specified the roles you want to find. Now the search must contain the clubs you wish to search.

To do this, select **“Constituents”** from the Tab menu

The constituents tab will list all those clubs within your CB. In the case of the example we want to search across all clubs. To do this select, **“Select All”** this will put a tick against every club listed and search them for Coaching Coordinators. Alternatively you can search via a specific club by ticking which club you want to search.

Once you have ticked the Select All option, select **Search**.

### Membership List

[Click here to hide the member search panel.](#)

Members \* Roles Awards **Constituents**

Constituent Search

Search in parent organisation

Search in the following constituent organisations  Search by Club Name

<input checked="" type="checkbox"/> Select All	Organisation Name
<input type="checkbox"/>	Invincibles RFC
<input type="checkbox"/>	Jelly Bellies


Clear All Search Details Clear Constituent Search Details

Hide Search Panel After Search

The search will return all the Coaching Coordinators within the clubs.

The search will stipulate which club they are from, their name and contact details.

It is also possible to perform a number of functions. You can choose to edit the

member via the  button you can also email all of them or export the data into an excel file.

To Email & Export please see the applicable user guides.

### Membership List

[Click here to show search panel. \(Search Criteria in use.\)](#)

List All - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Type	Name	Renewal	Status	Phone/Email	CRB				
Invincibles RFC	Max Test 5	17/09/2010	Full	maxburton@rfu.com					<input type="checkbox"/>
Jelly Bellies	Max Test2	11/08/2009	Full	maxburtohn@rfu.com 123456789					<input type="checkbox"/>

Page Size 20 Viewing Page 1 (Test - Test2) of 1 Viewing 1 - 2 of 2

Create New Member **Email Selected Users** Export Selected Users Create Report