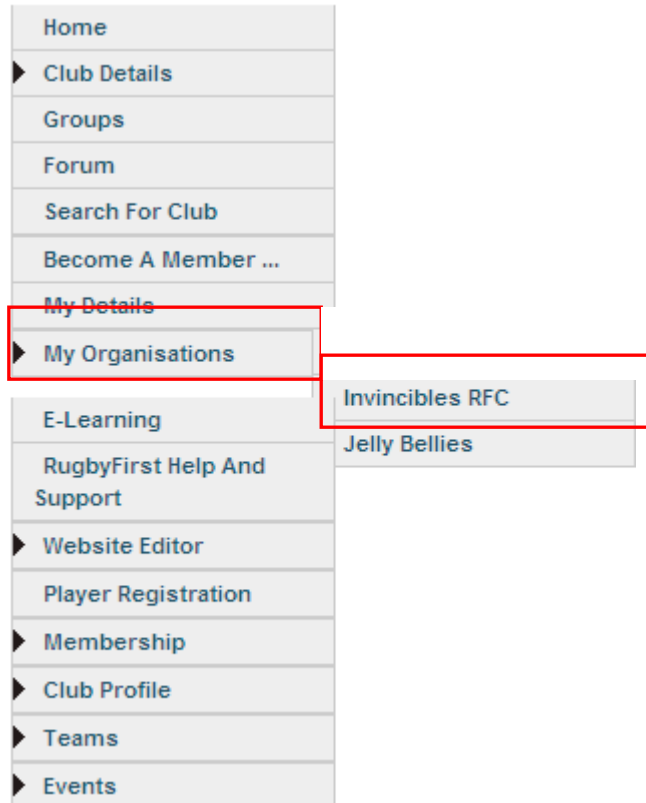


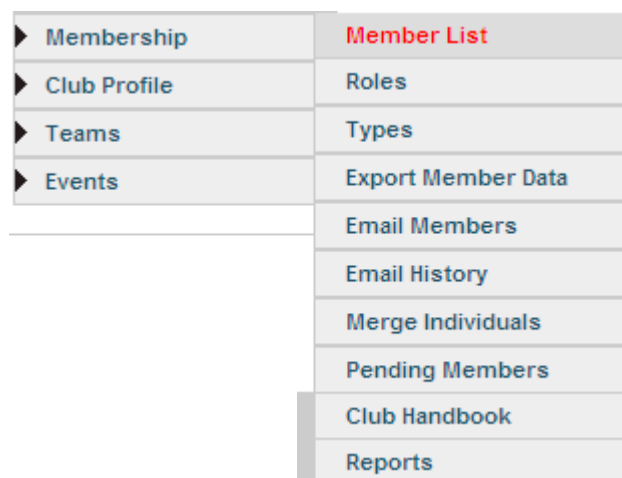
Searching Function (Clubs)

When searching within a club, it is important to note, that you will only be able to search across your specific club. The system will not search for members or roles at other clubs or CB's. 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 Club, 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			
Enquiry	YodieOdieOdie Along <small>(receives news)</small>	08/08/2003	Full	24897624986					<input type="checkbox"/>
Member	April Ashley <small>▶ Officer / President</small>	18/11/2005	Full	roger@objectiveinternet.com 128622 893383					<input type="checkbox"/>
Member	Monay Baggs <small>▶ Officer / Hon Treasurer</small>	12/10/2002	Full	picture@work.com 01256123456					<input type="checkbox"/>
Member	Fozzy Bear	23/11/2001	Full	fozzy@home.com 07887123456					<input type="checkbox"/>
Member	Joe Betel-Content <small>▶ Webmaster / Full Webmaster</small>	19/10/2003	Full	linda@objectiveinternet.com					<input type="checkbox"/>
Member	Bazil Brush <small>▶ CB Super User ▶ Webmaster / Full Webmaster</small>	23/11/2001	Full	bazil@work.com 07887 123456					<input type="checkbox"/>
Member	James Burke <small>▶ Webmaster / Full Webmaster</small>	30/07/2004	Full						<input type="checkbox"/>
Temporary	James Burke	04/06/2009	Full	jamesburke@googlemail.com					<input type="checkbox"/>
Member	Max Burton	10/09/2009	Full	MaxBurton@rfu.com (0) 20 1234567					<input type="checkbox"/>
Member	FSI CB Super <small>▶ CB Super User</small>	04/01/2009	Full	paulchorley@rfu.com					<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 or awards. You can also search across all the tabs, again to further narrow down the search.

Membership List

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

Members Roles Awards

Membership Search

Search Text Member Status Full Lapsed Enquiry

Membership Type *Any Membership Type Gender *Any Gender

Award Payment Method *Any Payment Method

Membership Number

DOB From To

Birthday

Join Date

Enquiry Date

Renewal Date

Clear All Search Details Clear Membership Search Details

Search Hide Search Panel After Search

For the purposes of this exercise, we are going to search for all Male & Female Registered Players within the club.

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

Role Search

Role Category Sub-Category Cascade All

Find people with role ... *Any Role Any Role Category Cascade

and also find ... *Any Role Cascade

and also find ... *Any Role Cascade

and also find ... *Any Role Cascade

and also find ... *Any Role Cascade

Clear All Search Details Clear Roles Search Details

Search 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 “**Players**”

Membership List

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

The screenshot shows the 'Role Search' interface with the 'Members' tab selected. The 'Role' dropdown menu is open, displaying a list of roles. The 'Player' role is highlighted with a blue background and a red rectangular box. The 'Category' dropdown is currently inactive. The 'Sub-Category' dropdown is set to 'Any Role Sub-Category'. There are four 'and also find ...' checkboxes on the left, all of which are unchecked. A 'Search' button is located at the bottom left. Below the search results area, there are two links: 'Clear All Search Details' and 'Clear Roles Search Details'.

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. “**Registered Players**”

Membership List

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

The screenshot shows the 'Role Search' interface with the 'Members' tab selected. The 'Role' dropdown is set to 'Player'. The 'Category' dropdown menu is open, displaying a list of categories. The 'Registered' category is highlighted with a blue background and a red rectangular box. The 'Sub-Category' dropdown is set to 'Any Role Sub-Category'. There are four 'and also find ...' checkboxes on the left, all of which are unchecked. A 'Search' button is located at the bottom left. Below the search results area, there are two links: 'Clear All Search Details' and 'Clear Roles Search Details'. At the bottom of the search panel, there is a checkbox labeled 'Hide Search Panel After Search' which is checked.

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 we are looking for **Adult (Men)**. Select this in **Sub Category**.

Membership List

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

The screenshot shows the 'Role Search' panel with the following configuration:

	Role	Category	Sub-Category	Cascade
Find people with role ...	Player	Registered	Any Role Sub-Category	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role		Adult (Men)	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role		Adult (Women)	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role		Youth	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role			<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role			<input checked="" type="checkbox"/>

Buttons: Search, Hide Search Panel After Search, Clear All Search Details, Clear Roles Search Details.

The first element of the search is now completed. You have specified the first role you want to find. Now you must specify the other players you want to search. **Registered Females**

To do this, select **“and also find”** followed by **“Role - Player” “Category - Registered” Sub Category – Adult (Women)**

Membership List

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

The screenshot shows the 'Role Search' panel with the following configuration:

	Role	Category	Sub-Category	Cascade
Find people with role ...	Player	Registered	Any Role Sub-Category	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> and also find ...	Player	Registered	Any Role Sub-Category	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role		Adult (Men)	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role		Adult (Women)	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role		Youth	<input checked="" type="checkbox"/>
<input type="checkbox"/> and also find ...	*Any Role			<input checked="" type="checkbox"/>


Buttons: Search, Hide Search Panel After Search, Clear All Search Details, Clear Roles Search Details.

Once you have carried out your selection, select **Search**.

The search will return all the Registered Female & Male Players within the club.

The search will stipulate the type of membership they hold, 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 - ABCDEFGHIJKLMNOPQRSTUVWXYZ](#)

Type	Name	Renewal	Status	Phone/Email		CRB			
Enquiry	Paul Chorley <ul style="list-style-type: none"> ▶ Club Contact / League Contact ▶ Club Contact / International Ticket Contact ▶ Club Liason / Volunteer ▶ Coach ▶ Officer / Hon Treasurer ▶ Officer / Past President ▶ Officer / Registrar / Youth ▶ Officer / Registrar / Adult ▶ Officer / Registrar / WOMENS ▶ Player / Not Registered / Adult (Men) ▶ Player / Registered / Adult (Men) ▶ Referee Re-Appointments / Sunday and Midweek 	21/05/2008	Full	paulchorley@rfu.com (0) 208 8316647					<input type="checkbox"/>
Vice-President	Paul Chorley ▶ Player / Registered / Adult (Men)	04/06/2009	Full						<input type="checkbox"/>
tempU14	Max Test 7 ▶ Player / Registered / Adult (Men)	14/09/2009	Full						<input type="checkbox"/>
tempU14	Max Test2 <ul style="list-style-type: none"> ▶ Player / Not Registered ▶ Player / Registered / Adult (Men) ▶ Webmaster / Full Webmaster 	14/09/2010	Full	maxburtohn@rfu.com 123456789					<input type="checkbox"/>
tempU14	Max Test3 ▶ Player / Registered / Adult (Men)	17/09/2009	Full						<input type="checkbox"/>

Page Size

Viewing Page of 1

Viewing 1 - 5 of 5