

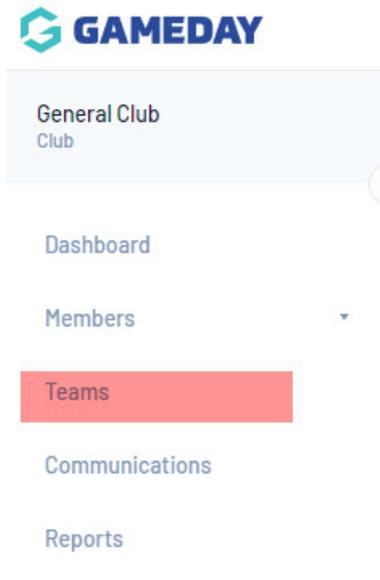


How do I view the members in a Team?

Last Modified on 01/06/2023 11:09 am AEST

If you are a team administrator, log into the team database and skip to step 3.

1. If you have logged in at the association or club level of Passport, click on **TEAMS** in the main menu.

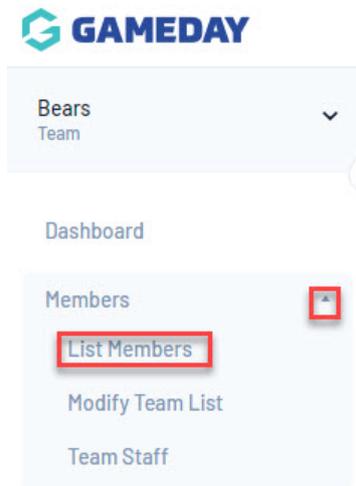


2. The list of teams will appear. Locate the team for which you want to view members and click the magnifying glass against the team.

You can use the 'Showing - Season' filter to view all teams in that particular competition season or the 'Age Group' filter to view all teams in a particular age group. The search box can also be used to quickly locate the team by typing in the team name.

	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Bears	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Bulldogs	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Bulls	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Cats	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Demons	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>
	Eagles	Seniors Division 1	2021	Age 18				<input checked="" type="checkbox"/>

3. The team 'dashboard' will open. Click the drop down arrow against **MEMBERS > LIST MEMBERS**.



4. The list of members belonging to the team will appear.

Members in Team

Competition: --All Compe... Season: 2021 Age Group: --All Age... Status: Active Gender: All Genders

Family name	Legal Firstname	Active in Association	Date of Birth	Suburb	Telephone Number (Mobile)	Email	Competition	Active in Team
Schultz	Inez	<input checked="" type="checkbox"/>	27/04/1997				Seniors Division 1	<input checked="" type="checkbox"/>
Shields	Shane	<input checked="" type="checkbox"/>	23/12/1997				Seniors Division 1	<input checked="" type="checkbox"/>
Stewart	Rory	<input checked="" type="checkbox"/>	03/07/1994				Seniors Division 1	<input checked="" type="checkbox"/>
Stokes	Dominic	<input checked="" type="checkbox"/>	18/04/1984				Seniors Division 1	<input checked="" type="checkbox"/>
Waters	Dorothy	<input checked="" type="checkbox"/>	17/04/2009				Seniors Division 1	<input checked="" type="checkbox"/>
Watkins	Barry	<input checked="" type="checkbox"/>	11/09/2000				Seniors Division 1	<input checked="" type="checkbox"/>
Whitley	MacKensie	<input checked="" type="checkbox"/>	03/10/1981				Seniors Division 1	<input checked="" type="checkbox"/>
Williams	September	<input checked="" type="checkbox"/>	12/05/1996				Seniors Division 1	<input checked="" type="checkbox"/>

5. To quickly find a certain member record, typing the member's surname into the 'Family Name' search box. The filters can be used to view specific groups of team members according to season, age group, active status or member type.

Members in Team

Competition: --All Compe... Season: 2021 Age Group: --All Age... Status: Active Gender: All Genders

Family name	Legal Firstname	Active in Association	Date of Birth	Suburb	Telephone Number (Mobile)	Email	Competition	Active in Team
Schultz	Inez	<input checked="" type="checkbox"/>	27/04/1997				Seniors Division 1	<input checked="" type="checkbox"/>
Shields	Shane	<input checked="" type="checkbox"/>	23/12/1997				Seniors Division 1	<input checked="" type="checkbox"/>
Stewart	Rory	<input checked="" type="checkbox"/>	03/07/1994				Seniors Division 1	<input checked="" type="checkbox"/>
Stokes	Dominic	<input checked="" type="checkbox"/>	18/04/1984				Seniors Division 1	<input checked="" type="checkbox"/>
Waters	Dorothy	<input checked="" type="checkbox"/>	17/04/2009				Seniors Division 1	<input checked="" type="checkbox"/>
Watkins	Barry	<input checked="" type="checkbox"/>	11/09/2000				Seniors Division 1	<input checked="" type="checkbox"/>
Whitley	MacKensie	<input checked="" type="checkbox"/>	03/10/1981				Seniors Division 1	<input checked="" type="checkbox"/>
Williams	September	<input checked="" type="checkbox"/>	12/05/1996				Seniors Division 1	<input checked="" type="checkbox"/>

6. To view a members record, click the **MAGNIFYING GLASS** against the name of the member to view details about them.

Here you can make changes to a members record (depending on permissions set at club/association level). Teams managers may not be able to edit a members record, if so please contact the club directly who can make these changes. If clubs cannot edit this information please contact the association directly, as they can edit this information or change permissions to allow the club to make these changes.

Members in Team

	Family name	Legal Firstname	Active in Association	Date of Birth
	Schultz	Inez	<input checked="" type="checkbox"/>	27/04/1997
	Shields	Shane	<input checked="" type="checkbox"/>	23/12/1997
	Stewart	Rory	<input checked="" type="checkbox"/>	03/07/1994
	Stokes	Dominic	<input checked="" type="checkbox"/>	16/04/1984
	Waters	Dorothy	<input checked="" type="checkbox"/>	17/04/2009
	Watkins	Barry	<input checked="" type="checkbox"/>	11/09/2000
	Whitley	MacKensie	<input checked="" type="checkbox"/>	03/10/1981
	Williams	September	<input checked="" type="checkbox"/>	12/05/1996