Using your admin tools – Members (uea.su)

This guide talks you through how to use the 'Members' admin tools available to club and society committee members. The purpose of this admin tool button is to show committee members the members of their student group.



You will then be taken to this page...

SU Opportunities (change)						
Members						
Back to admin tools List Members by Group						
Showing all members	Search Membre Enter all or part Display [100 ▼	You can use this tool to search for a specific member. You can also change the display number if you want to adjust				
Name		Card Number			the amount	of members'
Denley, Lea					details on y	our screen.
Kimberley, Alys						
Payne, Elizabeth		mqg16dqu				
Payne, Lizzie						
Platt, Chloe		vuw15ssu				
Platt, Chloe					Here is a list of ev	vervone in vour club
Rust, Amy					or cocioty. This li	st will only show
Thomas, Jessica					of society, this is	st will offiy show
					those that have b	ought your
•				,	membership and	everyone registered
					as a committee n	nember.
If you click 'List Member you will then be able to members by their mem and committee roles. Y look like this image to t	ers by Group' o see your obership group our screen will the right.	Elace to admin tools Util of Hembers Standard Membership Grinentor(s) Tem Derkey Lea	Card Number	Juined 12/01/2021 13:38	Enterit Human's search date Enter al or part of a present in some Memberskip enpires Strivu/2021 25 59	
LOOKING at your members by groups		Kimberley, Alys Pavne, Elizabeth	maalfidau	13/01/2021 13:38	31/07/2021 23:59	
can be used to identify if committee		Platt, Chioe		13/01/2021 13:38	31/07/2021 23:59	
members haven't bought		Rust, Arny		13/01/2021 13:39	31/07/2021 23:59	
memberships as they v	vill appear	Thomas, Jessica		13/01/2021 13:39	31/07/2021 23:59	
under the title of their	committee	4			•	
rolo but not under the	momhorshin	President				
role but not under the	membersnip	Nome	Card Number	telead	Membership emires	
category.		Platt, Chice	vuw/5ssu	07/09/2020 11:41	31/07/2021 23:59	
		4			•	
		Captain I member(s)				
		Name	Card Number	Joined	Momborship expires	
		Payne, Lizzie		16/10/2020 09:57	31/07/2021 23:59	
		4			•	