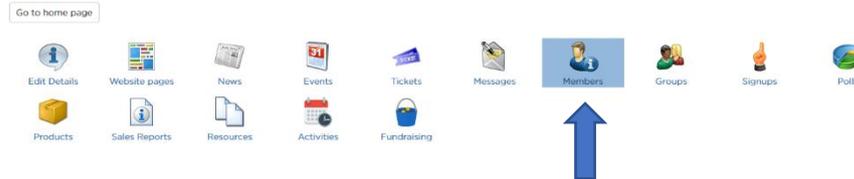


## Using your admin tools – Members (uea.su)

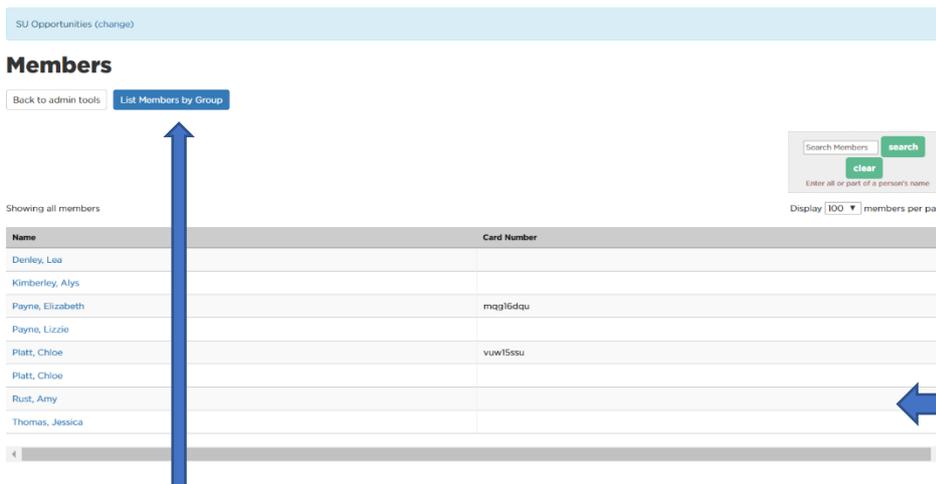
This guide talks you through how to use the ‘Members’ admin tools available to club and society committee members. The purpose of this admin tool button is to show committee members the members of their student group.

### Admin tools



Click ‘Members’ button on your admin tools

You will then be taken to this page...



You can use this tool to search for a specific member. You can also change the display number if you want to adjust the amount of members’ details on your screen.

Here is a list of everyone in your club or society, This list will only show those that have bought your membership and everyone registered as a committee member.

If you click ‘List Members by Group’ you will then be able to see your members by their membership group and committee roles. Your screen will look like this image to the right.

Looking at your members by groups can be used to identify if committee members haven’t bought memberships as they will appear under the title of their committee role but not under the membership category.

