

How can I find a list of my members by Season or Age Group?

Last Modified on 16/11/2023 12:01 pm AEDT

With Seasons and Age Groups set up and attached to Products, you will start to notice that members are categorised into those Seasons and Age Groups after purchasing the relevant products through a Membership Form.

Using the process outlined below, you can generate lists and reports that tell you which members have been allocated to which Seasons and Age Groups:

To filter your Member List by a specific Season or Age Group:

1. In the left-hand menu, click **Members** > **MEMBERS**



2. Click the **BY SEASON** tab along the top of the member list

M	ember	S Help							
	Membe	rs List	By Product	Add-on Pr	oducts By	Member Type	By Organisation	By Season	Financial Filter >
	Create	New Member			All Ass	igned Genders 🔻	All Gender Identities	 Q Search 	Member Name
	Photo	Name 🖨	First Name 🜲	Last Name 🗘	Assigned Gender	Gender Identity	Birthdate 🗢 Address	Mobile	Email 🗢
	$\overset{\circ}{\mathbb{S}}$	Alex Barton	Alex	Barton	Male	Male	25/07/2018	+61400100200	alex@email.com
	1	Al Jones	AI	Jones	Male	Male	11/10/2007	+61400100200	r.stewart@sportstg.com
		Annie Wilson	Annie	Wilson	Female	Female	01/07/1999	+61400100200	annie@email.com

3. Use the **ADD SEASON** drop-down filter to select a specific season. This will then filter the list to only display members that have been allocated to that season

M	embers Help									
	Members List	By Product	Add-on Product	s By Memb	er Type E	By Organisation	B	y Season	Financial F	ïlter >
	Email Member	Add Season	Select Age	Group	lect MemberType	Active	• Assigned (Q Search № Genders ▼	1ember Name	antities 💌
	Member N	lame 🗢 🛛 First Name	🗢 Last Name 🖨	Assigned Gender	Gender Identity	Birthdate ≑	Season	Age Group	Organisation	Mobile
	Al Jones	AI	Jones	Male	Gender Neutral	11/10/2007	2023	Under 16	GameDay Club	+61400100

Members List	By Product	Add-on Product	s By Memb	er Type B	By Organisation	B	/ Season	Financial F	ïlter		>
Email Member		2023	~	Select Age Grou	up 🔻 Se	lect Membe	erType 👻	Active All Assig	Q Search I	Member Name	₿ es ▼
Member Na	ame 🗢 🛛 First Name 🕇	🗧 Last Name 🖨	Assigned Gender	Gender Identity	Birthdate 🗢	Season	Age Group	Organisation	Mobile	Email 🗢	Pro
Alex Barto	n Alex	Barton	Male	Male	25/07/2018	2023		GameDay Club	+61400100200	alex@email.com	Gar Clul Mer Fee
Brad Garne	tt Brad	Garnett	Male	Prefer not to say	06/07/2006	2023	Under 17	GameDay Club	+61400100200	brad@email.com	Gar Clui Mer Fee
Jim Phillip	s Jim	Phillips	Male	Male	29/07/2008	2023	Under 15	GameDay Training	+61400100200	jim@email.com	
Tim Ander	son Tim	Anderson	Male	Male	20/01/1994	2023		GameDay Training	+61400100200	tim@email.com	Fee

4. Refine this further by using the **SELECT AGE GROUP** filter to show only members that have been allocated to a specific Age Group within the selected Season

Members Lis	st By Product	Add-on Pr	oducts By	Member Type	By Organisation	By Season	Financ	al Filter		>
Email Memb	er		2023	✓ Select Age Gro Select Pr	up 🔻 Select	MemberType 🔻	Active	Q Se ssigned Genders	earch Member Nam	e 🚯
Men	nber Name 🗢 🛛 First N	ame 💠 🛛 Last Nan	ne 🗢 Assigned G	ender Gender Identity	Birthdate 💠 Se	ason Age Group	Organisat	ion Mobile	Email 🗢	Pro
Alex	Barton Alex	Barton	Male	Male	25/07/2018 20	23	GameDay Club	+61400100	0200 alex@emai	I.com Fee
Member	'S Help									
Membe	rs List By F	Product	Add-on Product	ts By Memb	er Type – I	By Organisation	В	y Season	Financial F	ilter
Email I	Member 2023	,	Under 15	▼ Se	lect MemberType	- Active	•	Q Search N	1ember Name	•
			Sele	ct Product 👻	Select Organisa	ation 🔻 All	Assigned	Genders 🔻	All Gender Ide	entities 🔻
	Member Name 🜲	First Name 🌲	Last Name 🜲	Assigned Gender	Gender Identity	Birthdate 🖨	Season	Age Group	Organisation	Mobile
	April Jones	April	Jones	Female	Non- binary/gender fluid	09/04/2008	2023	Under 15	GameDay Training	+61400100
	Tommy Fyfe	Tommy	Fyfe	Male	Male	13/07/2011	2023	Under 15	GameDay Training	+61400100
	Vanessa Curry	Vanessa	Curry	Male	Male	01/07/2010	2023	Under 15	GameDay Club	+614/00100

5. You also have the option to export this list to an Excel file using the **EXPORT CSV** button at the bottom of the member list

-

		April Jones	April	Jones	Female	Non- binary/gender fluid	09/04/2008	2023	Under 15	GameDay Club	+61400100
		James Hackett	James	Hackett	Male	Male	04/02/2009	2023	Under 15	GameDay Training	+61400100
											$\langle \cdot \rangle$
∢ Sh Sh	now 25 Iowing ro	ws 1-21 of 21			K					E>	xport CSV 🛓

Refining your member lists this way also allows you to send an email based on the filter you've selected, allowing more flexibility and customisation in the member communication feature.

To filter a member report by a specific Season or Age Group:

1. In the left-hand menu, click **REPORTS**

Ģ	SAMEDAY	
	Dashboard	
0	My Organisation	•
\$	Finances	•
228	Members	•
	Membership Forms	•
	Products & Questions	
₹Ì÷	Promotions	
	Events	•
Ø	Reports	

2. Click the **TABULAR REPORTS** tab

ports Help	
Tabular Reports Report Dashboards	
Report Name	Action(s)
Financial Transactions Dashboard	View Report
Settlement Summary Dashboard	View Report
Question Data Dashboard	View Report
Membership Dashboard	View Report

3. Find the Advanced Member Report, then click VIEW REPORT

Tabular Reports	Report Dashboards	
Report Name		Action(s)
Transaction Report (Full Details)	View Report
Event Participant Tra	ansaction Report	View Report
Organisation Detail R	Report	View Report
Advanced Clearance	Report - Transferred In	View Report
Event Detail Report		View Report
Advanced Member R	eport	View Report
Rosterfy Import - Ba	sic Export Report	View Report

4. Click anywhere on the report table to bring up the right-hand filter panel

									ੁ Filters		*
ational Number	Member ID	First Name	Last Name	DOB	Proof of Age Sighted	Assigned Gender	Gender Identity	Different Iden	् Search		
							,				
		gate	Jones	01 July 1998		Male					
	2022000083	George	Martin	09 November 1994		Male	Male		Files and this strend		
	National081078ID	Jorge	Hadjitlemachou	08 May 1969		Male			Filters on this visual		
		Kelly	Maxwell	01 March 2003		Male	-				
	2022000036	Child	Iwo	01 January 2009		Female	Female		ago group pama	\sim	
	2022000037	Unarlotte	Marks	UT January 2005		Female	Prefer not to say		age_group_name	~	\leq
	2022000038	Child	Iwo	01 January 2011		Female	Female		is (All)		
	2022000039	Dorian	Shore	01 January 2010		Male	Male				
	2022000069	April	Jones	09 April 2008		Female	Non-binary/gender fluid				
	2022000077	Transfer	testing	13 January 1994		Male	Male		gender identity	\sim	
	2022000085	Demo	Une	11 October 2005		Male	Male		gender_identity		~
	2022000086	Lucas	Halloway	13 October 2004		Male	Male		is (All)		
	2022000090	Emma	Jones	01 July 2014	-	Female	Female				
	2022000132	Ryan	Fisk	29 July 1994	True	Male	Male				
	2022000152	Rory	Stewart	01 July 1994		Male	Male		season_name	\sim	Q
	National081010ID	Status	test	29 July 1994		Male	Male		ic (All)		
	National0810111D	Status	testing	29 July 1994		Male	Male		IS (AII)		
	2022000055	John	Doe	01 September 2004		Male					
	2022000056	Rory	Stewart	23 September 1994		Male	Male		100 11		~
	2022000077	Todd	Weller	13 January 1994		Male	Male		orgtypel2finstatus_c	\sim	\leq
	2022000085	Damian	Prine	01 October 2012		Male	Male		is (All)		
	National081010ID	Sean	Johns	29 July 1994		Male	Male		13 (7 11)		
	National081011ID	Shane	Graham	29 July 1994		Male	Male				
	2022000008	Vanessa	Curry	01 July 2010		Male	Male		Organisation	\sim	
	2022000008	Vanessa	Curry	01 July 2010		Male	Male		Organisation	2	X
	2022000009	Alex	Barton	25 July 2018	True	Male	Male		is (All)		
	2022000009	Alex	Barton	25 July 2018	True	Male	Male				
	2022000009	Alex	Barton	25 July 2018	True	Male	Male				
	2022000010	Zack	Upton	10 July 2008	True	Male	Male		Age Group	\sim	\Diamond
	2022000010	Zack	Upton	10 July 2008	True	Male	Male				
	2022000011	Tommy	Fyfe	13 July 2011		Male	Male		IS (AII)		
	2022000011	Tommy	Fyfe	13 July 2011		Male	Male				
	2022000012	Max	Traegar	10 July 2008		Male	Male				
	2022000012	Max	Trangar	10 July 2009		Malo	Mala		Accigned Conder	\sim	\cap

5. Use the arrow to expand the **SEASON NAME** and/or **AGE GROUP** filter options

							_		∓ Filters	*
ational Number	Member ID	First Name	Last Name	DOB	Proof of Age Sighted	Assigned Gender	Gender Identity	Different Iden	Q Search	
		gate	Jones	01 July 1998		Male				
	2022000083	George	Martin	09 November 1994		Male	Male			
	National081078ID	Jorge	Hadjitlemachou	08 May 1969		Male			Filters on this visual	
		Kelly	Maxwell	01 March 2003		Male				
	2022000036	Child	Two	01 January 2009		Female	Female			~
	2022000037	Charlotte	Marks	01 January 2005		Female	Prefer not to say		age_group_name	$\vee \otimes$
	2022000038	Child	Two	01 January 2011		Female	Female		is (All)	
	2022000039	Dorian	Shore	01 January 2010		Male	Male		13 (All)	
	2022000069	April	Jones	09 April 2008		Female	Non-binary/gender fluid			
	2022000077	Transfer	testing	13 January 1994		Male	Male		gondor identity	V D
	2022000085	Demo	One	11 October 2005		Male	Male		gender_identity	- 🛛
	2022000086	Lucas	Halloway	13 October 2004		Male	Male		is (All)	
	2022000090	Emma	Jones	01 July 2014		Female	Female			
	2022000132	Ryan	Fisk	29 July 1994	True	Male	Male			
	2022000152	Rory	Stewart	01 July 1994		Male	Male		season name	\vee
	National081010ID	Status	test	29 July 1994		Male	Male			
	National081011ID	Status	testing	29 July 1994		Male	Male		IS (AII)	
	2022000055	John	Doe	01 September 2004		Male				
	2022000056	Rory	Stewart	23 September 1994		Male	Male		100 11	
	2022000077	Todd	Weller	13 January 1994		Male	Male		orgtypel2finstatus_c	$\checkmark \qquad \qquad$
	2022000085	Damian	Prine	01 October 2012		Male	Male		is (All)	
	National081010ID	Sean	Johns	29 July 1994		Male	Male			
	National081011ID	Shane	Graham	29 July 1994		Male	Male			
	2022000008	Vanessa	Curry	01 July 2010		Male	Male		Organisation	V O
	2022000008	Vanessa	Curry	01 July 2010	-	Male	Male		Giganisation	X
	2022000009	Alex	Barton	25 July 2018	True	Male	Male		is (All)	
	2022000009	Alex	Barton	25 July 2018	irue -	Male	Male			
	2022000009	Alex	Barton	25 July 2018	True	Male	Male			
	2022000010	Zack	Upton	10 July 2008	True	Male	Male		Age Group	\vee
	2022000010	Zack	Upton	10 July 2008	True	Male	Male		ic (All)	
	2022000011	Tommy	Fyre .	13 July 2011		Male	Male		IS (AII)	
	2022000011	Tommy	Fyre	13 July 2011		Male	Male			
	2022000012	Max	Iraegar	10 July 2008		Male	Male		Assistant Court	
	2022000012	I Max	iraeqar	10 July 2008		Mare	Male		Assigned Gender	$\vee \otimes$

6. Use the checkbox to select the relevant Season/Age Group



Your report results will then be filtered to the relevant parameters

									〒 Filters	*
ile	Organisation	Member Status	Member Types	Season	Age Group	Org Type Level1 Financial Status	Org Type Level1 Star	+ 67 ····	Q Search	
0100200 00100200 00100200 00100200 00100200 00100200 00100200 00100200	Barwon Sports Academy GameDay Club GameDay Club GameDay Club GameDay Club GameDay Club GameDay Club GameDay Club GameDay Club	Active Active Active Active Active Active Active Active Active	Player Player Under 15 Player Under 15 Player Under 15 Under 15	2023 2023 2023 2023 2023 2023 2023 2023	Under 15 Under 15 Under 15 Under 15 Under 15 Under 15 Under 15 Under 15				Basic filtering Search Select all (Blank) 2023	103 32
									orgtypel2finstatus_c is (All) Organisation is (All)	< Q< Q
				-					Age Group is Under 15 Filter type Basic filtering	^ «
									Under 12 Under 13 Under 14 Under 15	2 2 8 5

Related Articles