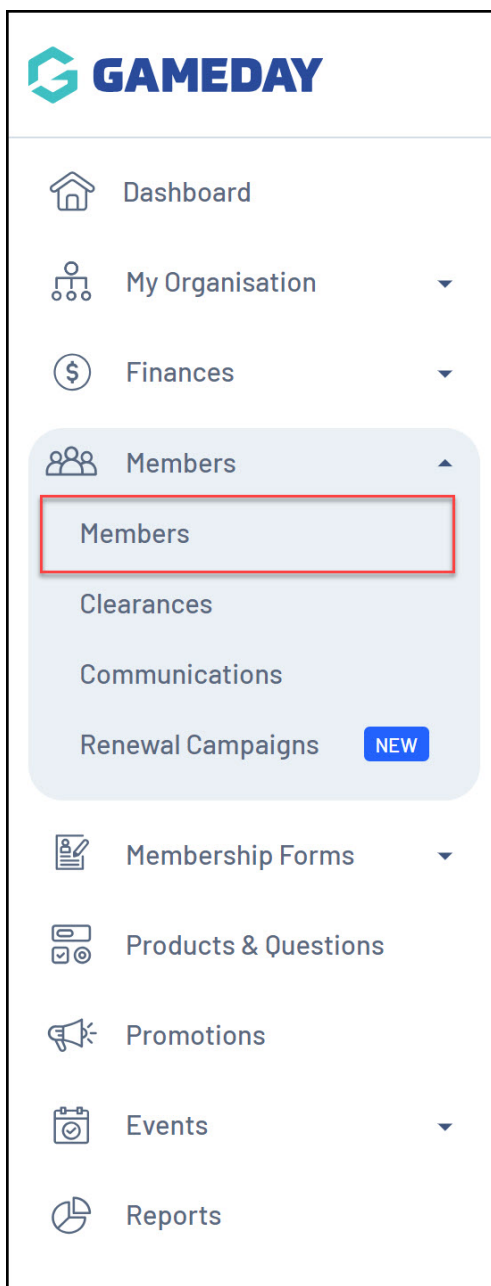# How do I configure Member IDs to show in my member list?
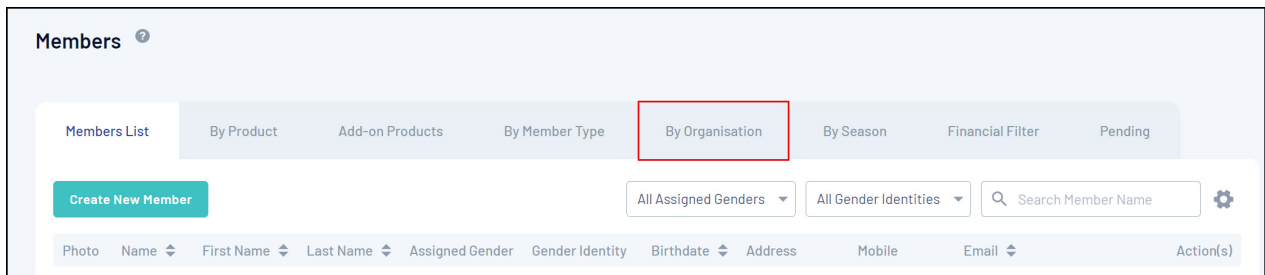
Last Modified on 01/03/2024 11:25 am AEDT

If you want to see your member list and their assigned IDs at a glance, the Member ID field can be configured to show in the **BY ORGANISATION** member list tab by following the steps below:
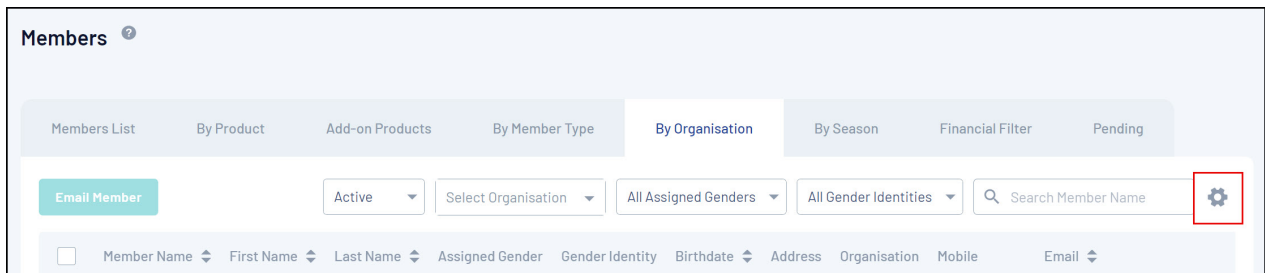
1. In the left-hand menu, click **Members** > **MEMBERS**

2. Click the **BY ORGANISATION** tab

3. Click the **COG WHEEL** on the right-hand side

4. Tick the applicable **MEMBER ID** checkbox

Note: Depending on the hierarchy level at which you are configuring this, you may see one or more Member ID options to enable

Table Settings

⋮⋮	First Name	☑
⋮⋮	Last Name	☑
⋮⋮	Assigned Gender	☑
⋮⋮	Gender Identity	☐
⋮⋮	Birthdate	☐
⋮⋮	Address	☐
⋮⋮	Organisation	☐
⋮⋮	Mobile	☐
⋮⋮	Email	☐
⋮⋮	ID #	☐
⋮⋮	National Member ID	☑
⋮⋮	State Member ID	☑
⋮⋮	Region Member ID	☐
⋮⋮	Zone Member ID	☐
⋮⋮	Association Member ID	☐
⋮⋮	Club Member ID	☐
⋮⋮	Status	☑

Cancel   Apply

5. Once you have ticked the relevant checkbox/es click **APPLY**

⋮⋮	National Member ID	☑
⋮⋮	State Member ID	☑
⋮⋮	Region Member ID	☐
⋮⋮	Zone Member ID	☐
⋮⋮	Association Member ID	☐
⋮⋮	Club Member ID	☐
⋮⋮	Status	☑

Cancel   **Apply**

These fields will now be displayed within the member list

Members ⓘ

| Members List | By Product | Add-on Products | By Member Type | By Organisation | By Season | Financial Filter | Pending |

Email Member   Active ▾   Select Organisation ▾   All Assigned Genders ▾   All Gender Identities ▾   🔍 Search Member Name   ⚙

☐	Member Name ⇅	First Name ⇅	Last Name ⇅	Assigned Gender	National Member ID	State Member ID	Status	Action(s)
☐	Zack Upton	Zack	Upton	Male	2022000010	GD0000224	Active	View

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