



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

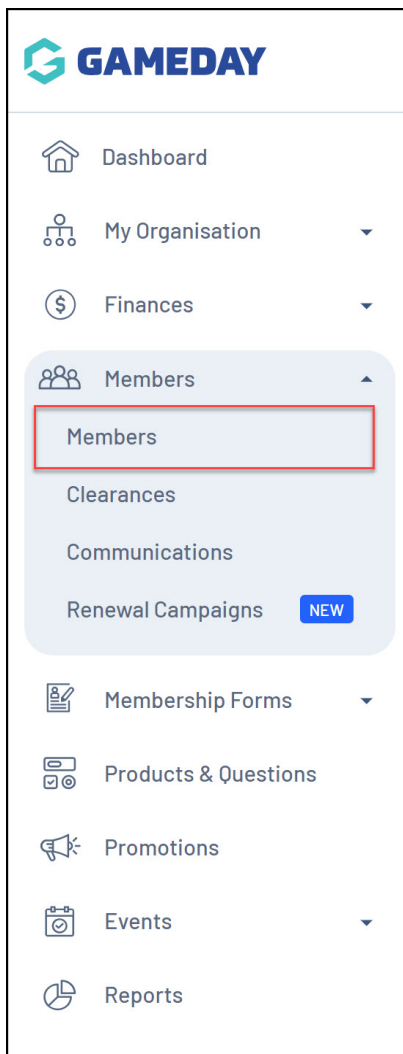
Last Modified on 16/11/2023 12:01 pm AEDT

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

**Members** [Help](#)

Members List   By Product   Add-on Products   By Member Type   By Organisation   **By Season**   Financial Filter >

[Create New Member](#)   All Assigned Genders ▾   All Gender Identities ▾   🔍 Search Member Name   ⚙️

Photo	Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Address	Mobile	Email
	Alex Barton	Alex	Barton	Male	Male	25/07/2018		+61400100200	alex@email.com
	Al Jones	Al	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

**Members** [Help](#)

Members List   By Product   Add-on Products   By Member Type   By Organisation   **By Season**   Financial Filter >

[Email Member](#)   **Add Season** ▾   Select Age Group ▾   Select MemberType ▾   Active ▾   🔍 Search Member Name   ⚙️

Select Product ▾   Select Organisation ▾   All Assigned Genders ▾   All Gender Identities ▾

<input type="checkbox"/>	Member Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Season	Age Group	Organisation	Mobile
<input type="checkbox"/>	Al Jones	Al	Jones	Male	Gender Neutral	11/10/2007	2023	Under 16	GameDay Club	+61400100

Members List   By Product   Add-on Products   By Member Type   By Organisation   **By Season**   Financial Filter >

[Email Member](#)   2023 ▾   Select Age Group ▾   Select MemberType ▾   Active ▾   🔍 Search Member Name   ⚙️

Select Product ▾   Select Organisation ▾   All Assigned Genders ▾   All Gender Identities ▾

<input type="checkbox"/>	Member Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Season	Age Group	Organisation	Mobile	Email	Pro
<input type="checkbox"/>	Alex Barton	Alex	Barton	Male	Male	25/07/2018	2023		GameDay Club	+61400100200	alex@email.com	Gar Clu Mer Fee
<input type="checkbox"/>	Brad Garnett	Brad	Garnett	Male	Prefer not to say	06/07/2006	2023	Under 17	GameDay Club	+61400100200	brad@email.com	Gar Clu Mer Fee
<input type="checkbox"/>	Jim Phillips	Jim	Phillips	Male	Male	29/07/2008	2023	Under 15	GameDay Training	+61400100200	jim@email.com	Unc Fee
<input type="checkbox"/>	Tim Anderson	Tim	Anderson	Male	Male	20/01/1994	2023		GameDay Training	+61400100200	tim@email.com	Unc 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

The screenshot shows the 'Members List' interface with the 'By Season' filter selected. The 'Select Age Group' dropdown menu is highlighted with a red box. The interface includes a search bar, a 'Search Member Name' button, and several filter options like 'Select MemberType', 'Active', 'Select Product', 'Select Organisation', 'All Assigned Genders', and 'All Gender Identities'.

Member Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Season	Age Group	Organisation	Mobile	Email
<input type="checkbox"/>	Alex	Barton	Male	Male	25/07/2018	2023		GameDay Club	+61400100200	alex@email.com

The screenshot shows the 'Members List' interface with the 'Under 15' age group filter selected. The 'Under 15' dropdown menu is highlighted with a red box. The interface includes a search bar, a 'Search Member Name' button, and several filter options like 'Select MemberType', 'Active', 'Select Product', 'Select Organisation', 'All Assigned Genders', and 'All Gender Identities'.

Member Name	First Name	Last Name	Assigned Gender	Gender Identity	Birthdate	Season	Age Group	Organisation	Mobile
<input type="checkbox"/>	April	Jones	Female	Non-binary/gender fluid	09/04/2008	2023	Under 15	GameDay Training	+61400100
<input type="checkbox"/>	Tommy	Fyfe	Male	Male	13/07/2011	2023	Under 15	GameDay Training	+61400100
<input type="checkbox"/>	Vanessa	Curry	Male	Male	01/07/2010	2023	Under 15	GameDay Club	+61400100

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

The screenshot shows the 'Members List' interface with the 'Export CSV' button highlighted in a red box. The interface includes a search bar, a 'Search Member Name' button, and several filter options like 'Select MemberType', 'Active', 'Select Product', 'Select Organisation', 'All Assigned Genders', and 'All Gender Identities'.

<input type="checkbox"/>	April	Jones	Female	Non-binary/gender fluid	09/04/2008	2023	Under 15	GameDay Club	+61400100
<input type="checkbox"/>	James	Hackett	Male	Male	04/02/2009	2023	Under 15	GameDay Training	+61400100

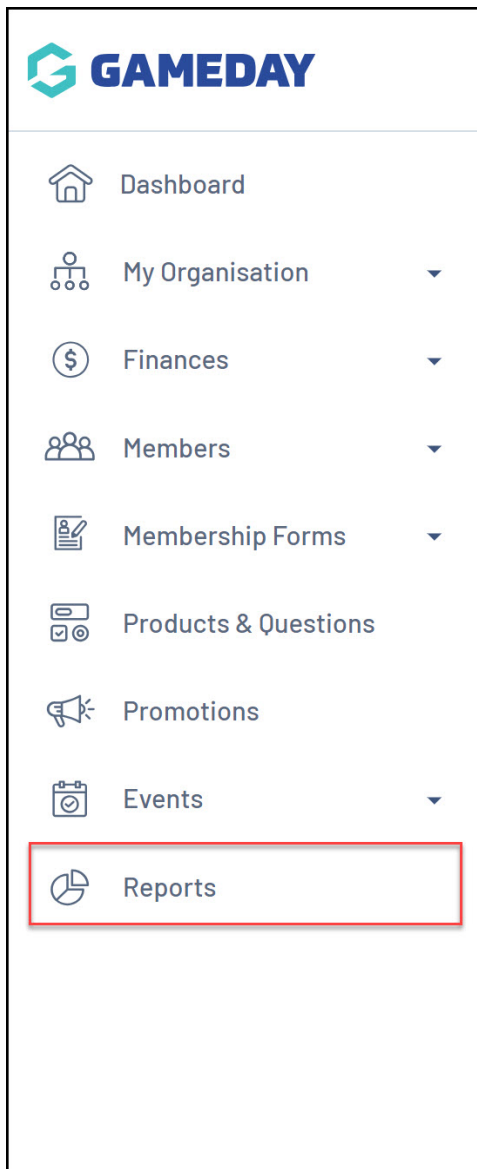
Showing rows 1-21 of 21

Export CSV

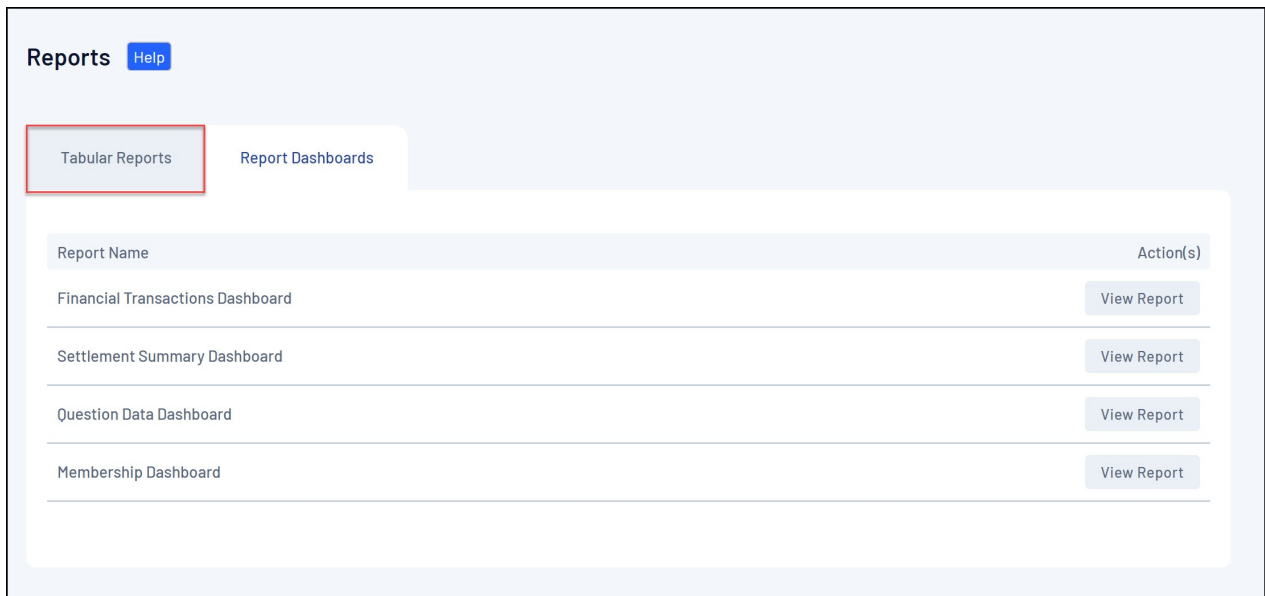
Refining your member lists this way also allows you to [send an email](#) based on the filter you've selected, allowing more flexibility and customisation in the member communication feature.

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

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



2. Click the **TABULAR REPORTS** tab



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



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

National Number	Member ID	First Name	Last Name	DOB	Proof of Age Sighted	Assigned Gender	Gender Identity	Different Iden
	2022000083	gate	Jones	01 July 1998		Male		
	2022000083	George	Martin	09 November 1994		Male	Male	
	National081078ID	Jorge	Hadjitemachou	08 May 1969		Male		
		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	
	2022000038	Child	Two	01 January 2011		Female	Female	
	2022000039	Dorian	Shore	01 January 2010		Male	Male	
	2022000049	April	Jones	09 April 2008		Female	Non-binary/gender fluid	
	2022000077	Transfer	testing	13 January 1994		Male	Male	
	2022000085	Demo	One	11 October 2005		Male	Male	
	2022000086	Lucas	Halloway	13 October 2004		Male	Male	
	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	
	National081010ID	Status	test	29 July 1994		Male	Male	
	National081011ID	Status	testing	29 July 1994		Male	Male	
	2022000055	John	Doe	01 September 2004		Male		
	2022000056	Rory	Stewart	23 September 1994		Male	Male	
	2022000077	Todd	Weller	13 January 1994		Male	Male	
	2022000085	Damian	Prine	01 October 2012		Male	Male	
	National081010ID	Sean	Johns	29 July 1994		Male	Male	
	National081011ID	Shane	Graham	29 July 1994		Male	Male	
	2022000008	Vanessa	Curry	01 July 2010		Male	Male	
	2022000008	Vanessa	Curry	01 July 2010		Male	Male	
	2022000009	Alex	Barton	25 July 2018	True	Male	Male	
	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	
	2022000010	Zack	Upton	10 July 2008	True	Male	Male	
	2022000011	Tommy	Fyfe	13 July 2011		Male	Male	
	2022000011	Tommy	Fyfe	13 July 2011		Male	Male	
	2022000012	Max	Traegar	10 July 2008		Male	Male	
	2022000012	Max	Traegar	10 July 2008		Male	Male	

**Filters**

Search

Filters on this visual

age\_group\_name is (All)

gender\_identity is (All)

season\_name is (All)

orgtypel2fstatus\_c is (All)

Organisation is (All)

Age Group is (All)

Assigned Gender is (All)

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

National Number	Member ID	First Name	Last Name	DOB	Proof of Age Sighted	Assigned Gender	Gender Identity	Different Iden
	2022000083	gate	Jones	01 July 1998		Male		
	2022000083	George	Martin	09 November 1994		Male	Male	
	National081078ID	Jorge	Hadjitemachou	08 May 1969		Male		
		Kelly	Maxwell	01 March 2003		Male		
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	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	
	2022000010	Zack	Upton	10 July 2008	True	Male	Male	
	2022000011	Tommy	Fyfe	13 July 2011		Male	Male	
	2022000011	Tommy	Fyfe	13 July 2011		Male	Male	
	2022000012	Max	Traegar	10 July 2008		Male	Male	
	2022000012	Max	Traegar	10 July 2008		Male	Male	

**Filters**

Search

Filters on this visual

age\_group\_name is (All)

gender\_identity is (All)

season\_name is (All) ▼

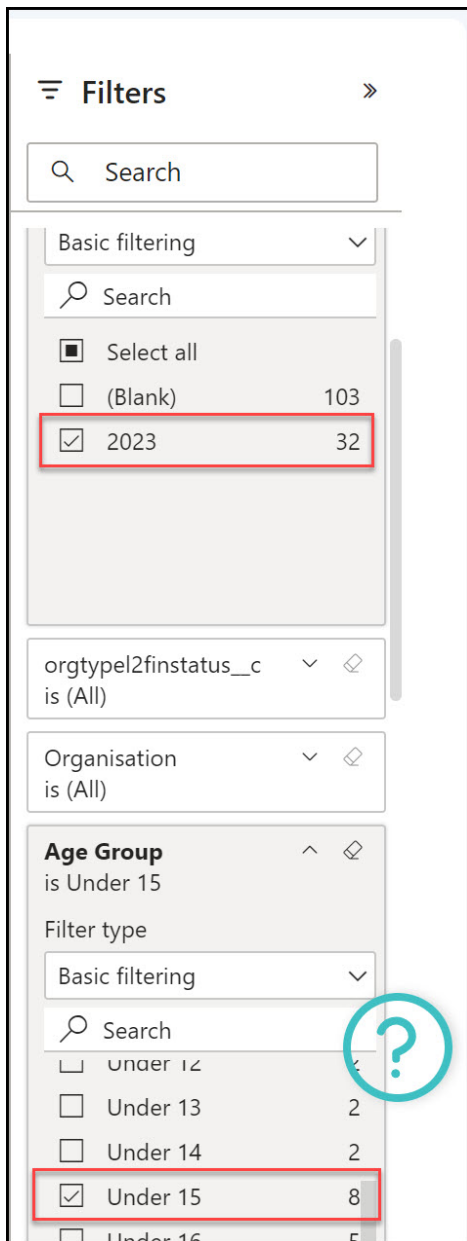
orgtypel2fstatus\_c is (All)

Organisation is (All)

Age Group is (All) ▼

Assigned Gender is (All)

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



Your report results will then be filtered to the relevant parameters

ile	Organisation	Member Status	Member Types	Season	Age Group	Org Type Level1	Financial Status	Org Type Level1	Start Date	Org Type L
00100200	Barwon Sports Academy	Active	Player	2023	Under 15					
00100200	GameDay Club	Active	Player	2023	Under 15					
00100200	GameDay Club	Active	Under 15	2023	Under 15					
00100200	GameDay Club	Active	Player	2023	Under 15					
00100200	GameDay Club	Active	Player	2023	Under 15					
00100200	GameDay Club	Active	Under 15	2023	Under 15					
00100200	GameDay Club	Active	Player	2023	Under 15					
00100200	GameDay Club	Active	Under 15	2023	Under 15					

### Filters

Basic filtering

- Select all
- (Blank) 103
- 2023 32

orgtypelevel1status\_c is (All)

Organisation is (All)

**Age Group** is Under 15

Filter type

- Under 12 2
- Under 13 2
- Under 14 2
- Under 15 8
- Under 16 5

## Related Articles