

How do I change the order of fields in my member list?

10/07/2025 2:54 pm AEST

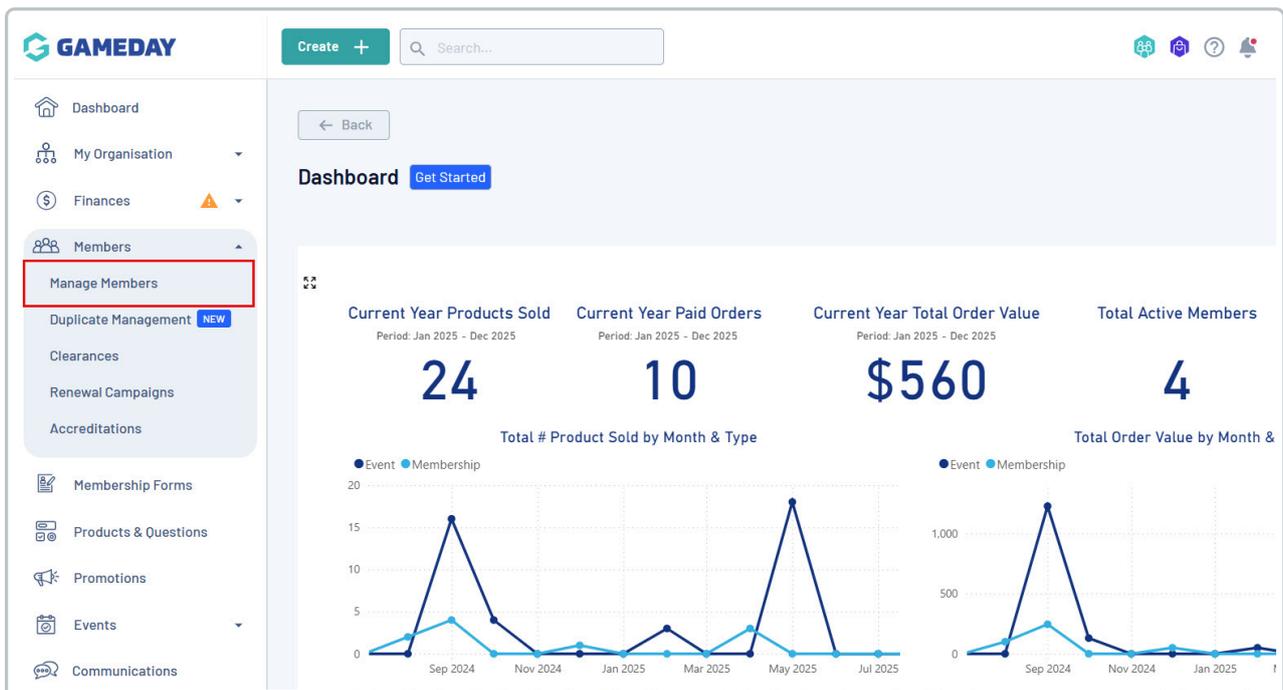
Overview

Administrators have the ability to customise their member list view by reordering the data columns. This allows you to prioritise the information that is most important to you and your organisation for easier viewing and management.

Step-by-Step

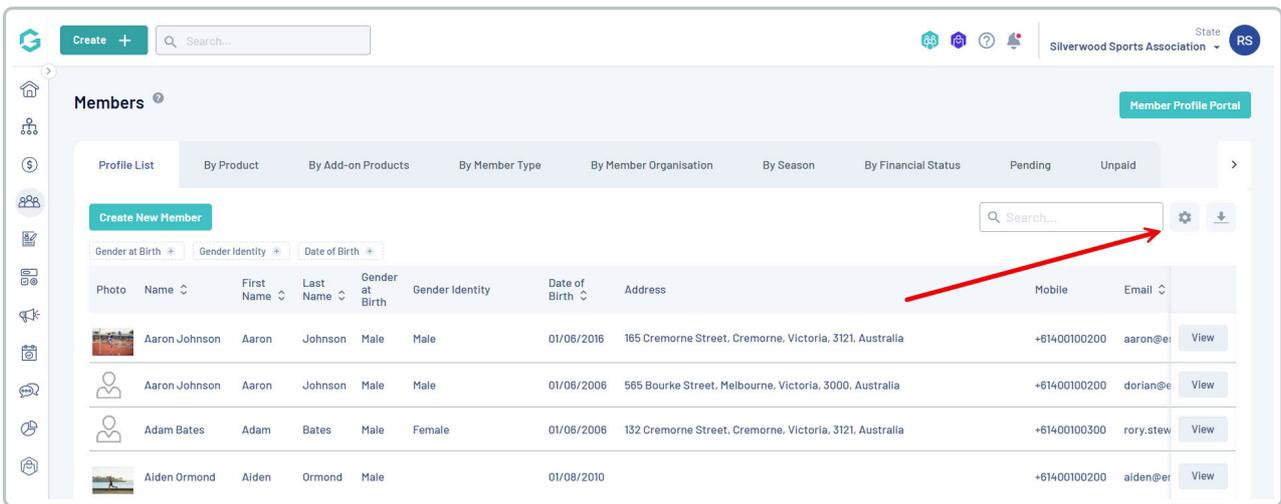
Step 1: Navigate to the Members list

On the left-hand menu, open the **Members** menu, then click **MANAGE MEMBERS**



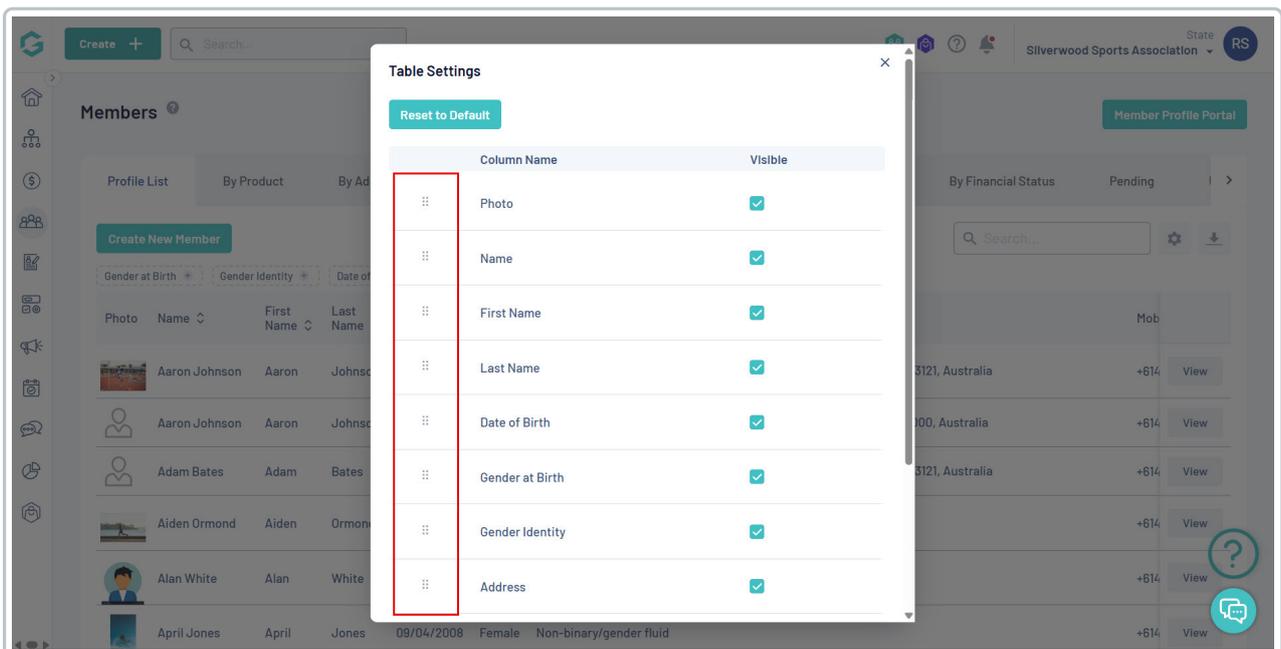
Step 2: Open Table Settings

On the **Members** page, click the **Table Settings** (cog wheel) icon located above the table on the right-hand side.



Step 3: Reorder columns

A **Table Settings** pop-up will appear. To reorder a column, click and hold the drag handle (⋮) to the left of the column name and drag it up or down to your preferred position.



The **Members** list will automatically refresh to display your new column layout. Fields at the top of the table list settings will appear on the leftmost side of the member list.

Watch

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