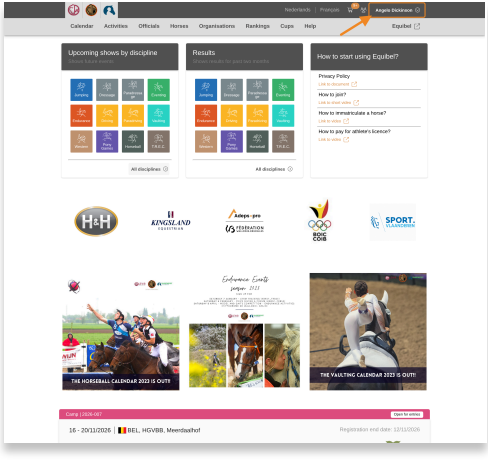
How to Check a Member's Personal Data

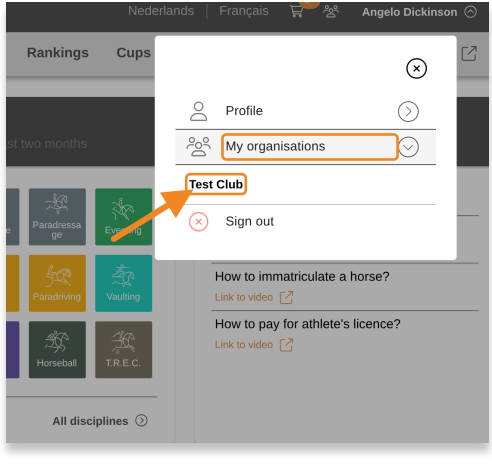
Step 1

Click your profile button in the upper-right corner of any page.



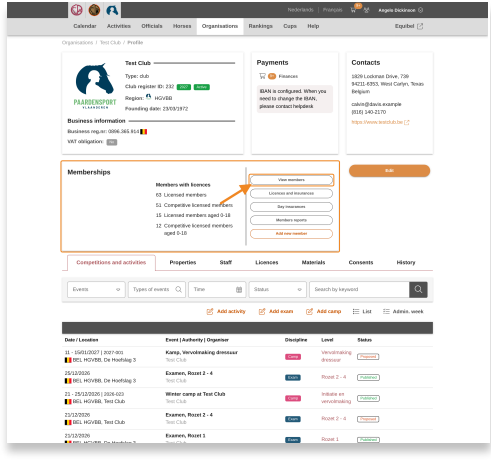
Step 2

Open **"My organisations"** and select your club.



Step 3

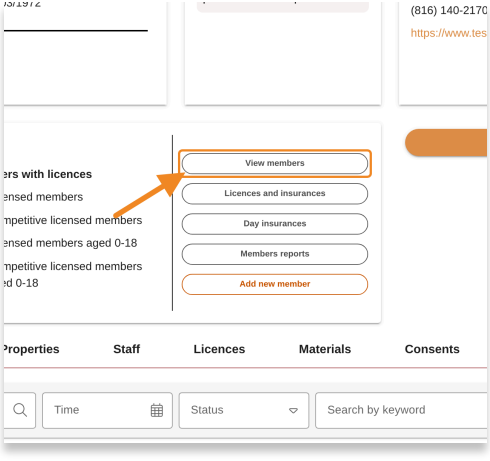
On your club page, find **"View members"** in the **"Memberships"** section.



How to Check a Member's Personal Data

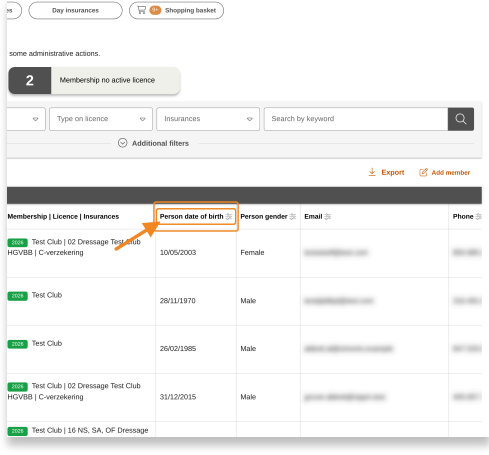
Step 4

Click **"View members"**. The list of your club's members opens.



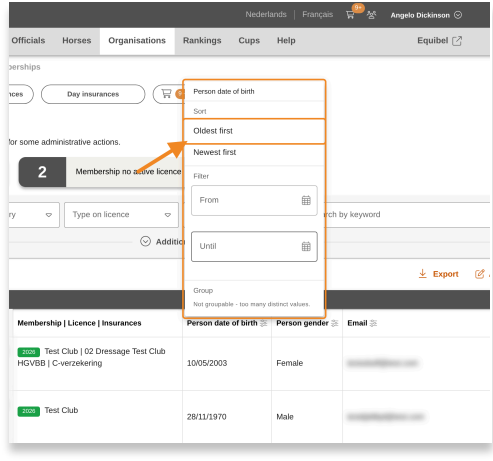
Step 5

Each column name has a small icon next to it. Click it to sort, filter or group the list by that column.



Step 6

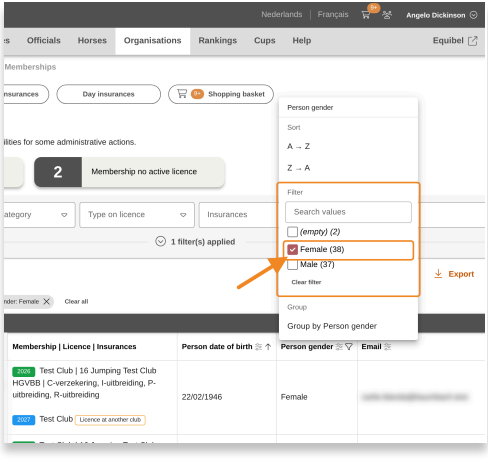
Under **"Sort"**, choose the order, for example **"Oldest first"** for the date of birth.



How to Check a Member's Personal Data

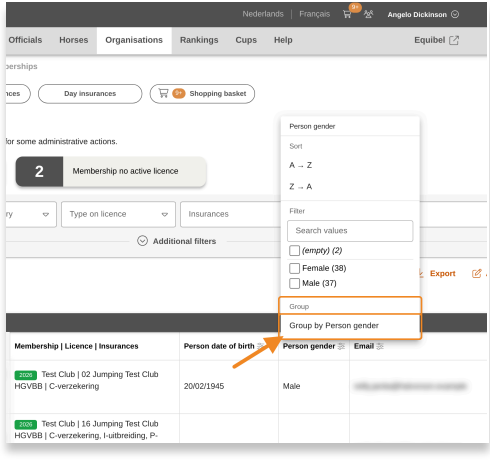
Step 7

Under **"Filter"**, tick the values to keep. The list then shows only those members.



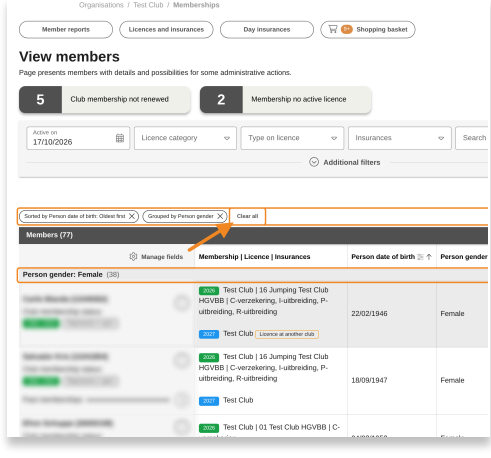
Step 8

Under **"Group"**, click the option to group the list. The members are listed in bands, one per value.



Step 9

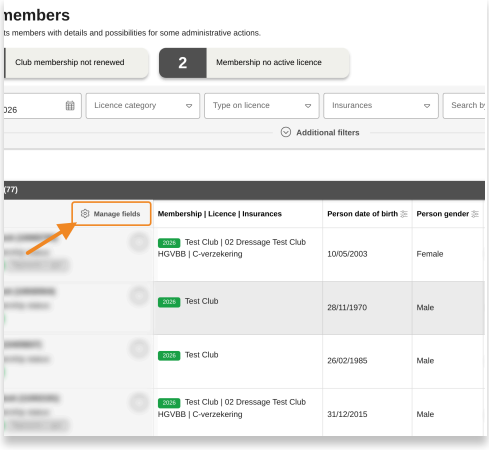
The bar above the list shows what you applied. Click × to remove one, or **"Clear all"**.



How to Check a Member's Personal Data

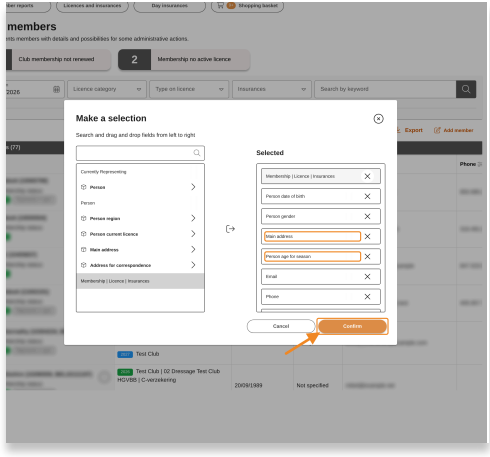
Step 10

To choose the columns, click **"Manage fields"**.



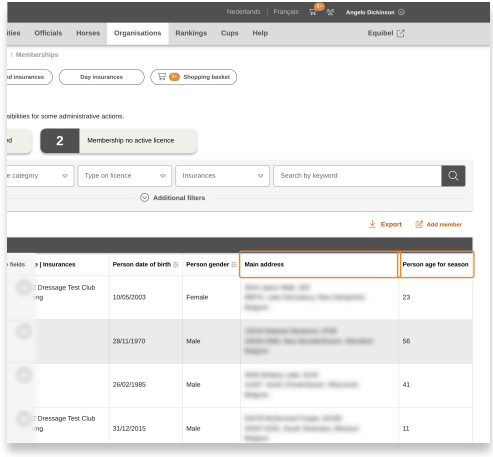
Step 11

Search for a field and drag it to **"Selected"**, for example **"Person age for season"** or **"Main address"**. Click **"Confirm"**.



Step 12

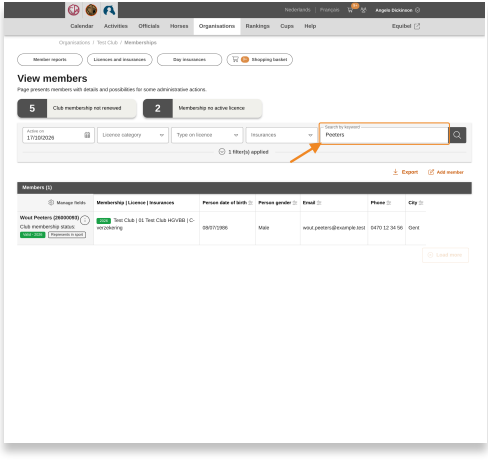
The new columns appear in the list. Your browser remembers them for the next time.



How to Check a Member's Personal Data

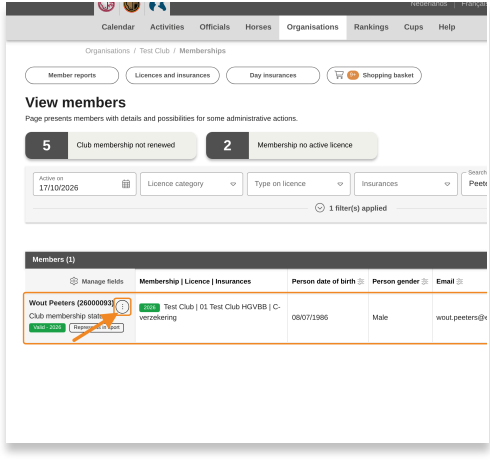
Step 13

Type the member's name in **"Search by keyword"** and press Enter. The list shows that member.



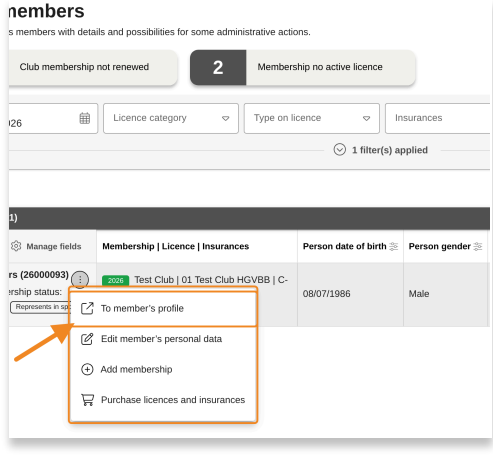
Step 14

Click the three dots next to the member's name. You can change their data in two ways.



Step 15

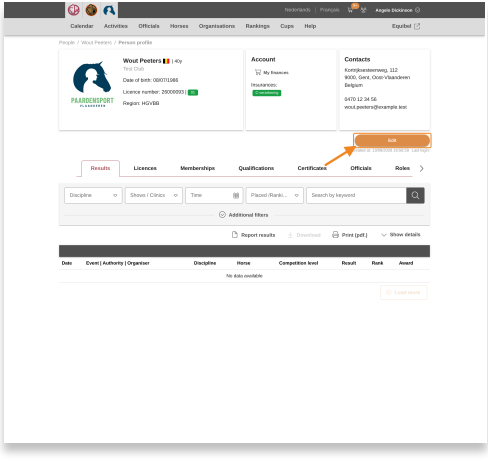
On the profile: click **"To member's profile"**. The member's profile opens in a new tab.



How to Check a Member's Personal Data

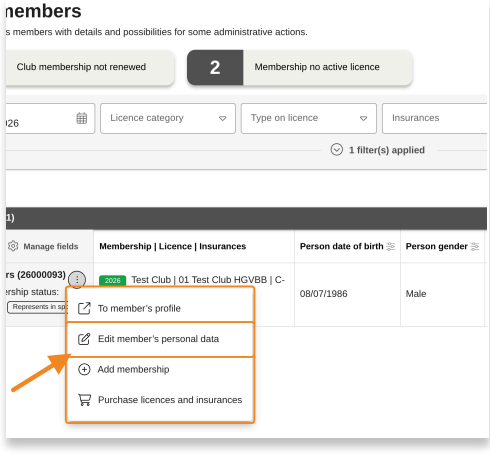
Step 16

The profile shows the member's data. To change it, click **"Edit"**.



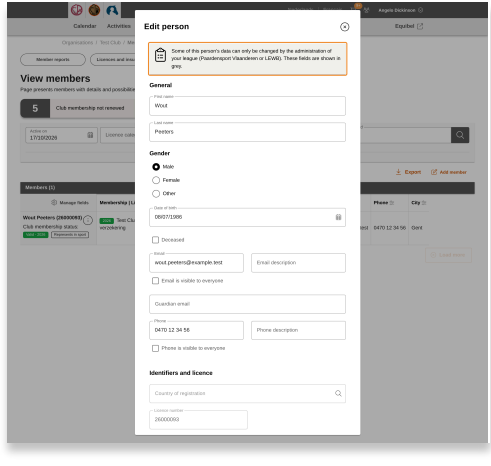
Step 17

From the list itself: click **"Edit member's personal data"** in the same menu.



Step 18

Change what is no longer right. Grey fields are frozen. Only the club administration of Paardensport Vlaanderen can change them.



How to Check a Member's Personal Data

Step 19

Click **"Confirm"**. The changes are saved and the window closes.

