

Members

The member's section displays all (historic and current) members of your club and their contact information (i.e. phone numbers, SLSNZ membership numbers, email addresses).

You **do not** complete the membership rollover in the Members section, instead this is done in the Memberships section. We use the Members section as a directory for finding details out about club members.

When looking at your list of Members you can change the order by which they are filtered by clicking on the column headings.

First Name	Last Name	SLSNZ ID Number	Birthdate	Home Phone	Personal Email
Glen	Innes	17266			

To edit or view a Members contact details click on the arrow-down option at the end of a members name next to their email address.

First Name ↑	Last Name ↑	SLSNZ ID Number	Birthdate	Home Phone	Personal Email
Alia	Ah Far	66741	08/03/1999	04 2332037	ninamcgregor@hotmail.com
Maiara	Ah Far	66742	21/08/2000	04 2332037	ninamcgregor@hotmail.com
Yasmine	Ahlman	91325	07/07/2000	04 2377240	magnus.brig@xtra.co.nz
Gerard	Ahnau	67227	08/07/1999	04 2370022	lazz4eva@msm.com

- View Details
- Edit
- Create Family

Note: if you select Create Family, it will add the selected member to a **new** family as an administrator. After selecting this you will still be in the Members section and will need to go to the **Families** tab to view this family.

Members Search

To search for someone in your list of Members you can use the search bar.

An asterix before the name of the member makes it a Smart search and if you are struggling to find someone we suggest you try:

- Searching by just first name initially
- Inserting an asterix before the first name
- Search by last name with an asterix

Members

Active Club Members ▾

*mike 🔍 Create

First Name ↑	Last Name ↑	SLSNZ ID Number	Birthdate	Home Phone	Personal Email
Michael	Kelly	79758	10/08/1969		
Michael	Kelly	66855	28/06/2001		
Mike	Playle	91310	04/04/1974		

Adding a new member

Go to Members and click the blue Create button.

Members

[My Club](#) [Club](#) **[Members](#)** [Change Contact Address](#) [Families](#) [Memberships](#) [Applications](#) [Transfers](#) [Awards](#)

Active Club Members -

First Name ↑	Last Name ↑	SLSNZ ID Number	Birthdate	Home Phone	Personal Email
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A new member form will appear – fill this in with the relevant information (only fields marked with a red asterix are compulsory; however it is best practice to fill in as many as possible).

Click Submit at the bottom of the form and the member will now show up in your list of members (as well as a primary membership holder in your list of active memberships).

Alternatively you can direct new members to the [Join Surf](#) tab in the Member Portal and they can create a new membership application via this link.