

Viewing Unattached Members

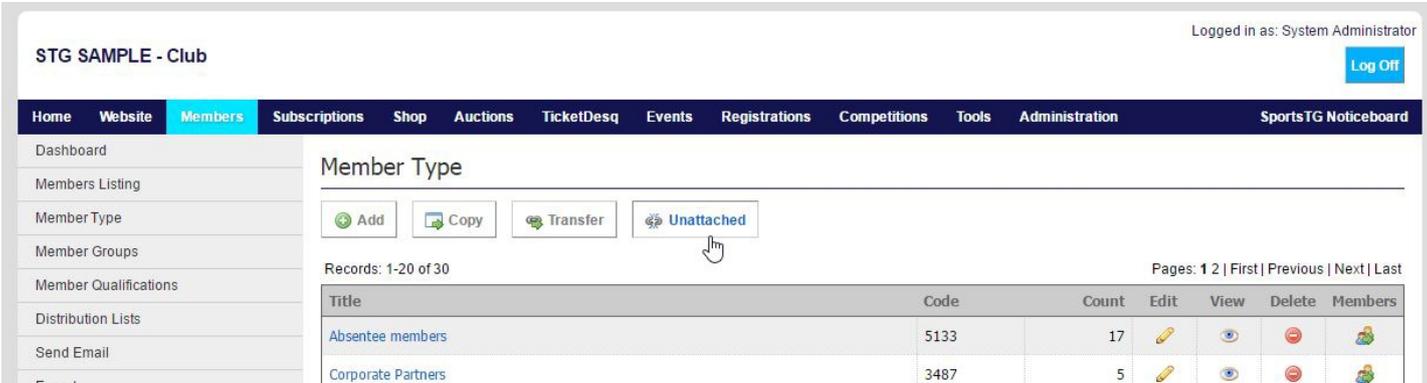
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Quick Steps: Members > Member Type > Unattached

Sometimes your members will end up without a Member Type, making it more difficult to run effective and thorough reports on your database, and sometimes meaning that they won't be able to access certain member benefits.

1. Within the Management Console, select **Members** from the top menu, then **Member Type** from the left menu.

2. Click **Unattached** at the top of the page.



The screenshot shows the Management Console for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar contains 'Dashboard', 'Members Listing', 'Member Type', 'Member Groups', 'Member Qualifications', 'Distribution Lists', 'Send Email', and 'Export'. The main content area is titled 'Member Type' and features buttons for 'Add', 'Copy', 'Transfer', and 'Unattached'. The 'Unattached' button is highlighted with a mouse cursor. Below the buttons, it shows 'Records: 1-20 of 30' and 'Pages: 1 | 2 | First | Previous | Next | Last'. A table displays the following data:

Title	Code	Count	Edit	View	Delete	Members
Absentee members	5133	17				
Corporate Partners	3487	5				

3. This will show you any members that are not currently attached to a Member Type. You can then click through to their profile and update their record to reflect their current membership.

Note: While this situation happens very infrequently, it's important to get in and check whether any of your members are unattached regularly to ensure that all members are getting the right communications and enjoying all their member benefits.

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