

# Editing a Query

Last Modified on 14/09/2016 4:51 pm AEST

## Quick Steps: Members > Query Builder > Build

Editing a query allows you to change the criteria that is used to select members for your query. You may need to update the dates that are used, or add or remove a field.

1. Within the Management Console, select **Members** from the top menu, then **Query Builder** from the left menu.

2. Click **Build** next to the Query that you want to make changes to.



The screenshot displays the 'STG SAMPLE - Club' management console. At the top right, it indicates 'Logged in as: System Administrator' with a 'Log Off' button. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various options like 'Dashboard', 'Members Listing', 'Member Type', etc. The main 'Query Builder' section shows a search for 'sample' in the 'Title' field. Below this, it shows 'Records: 1-20 of 20' and a table of queries. The table has columns for 'Title', 'Edit', 'View', 'Delete', 'Test', and 'Build'. Two queries are listed: 'Active Members Under 20' and 'AddedToday'. A mouse cursor is hovering over the 'Build' button for the 'Active Members Under 20' query.

3. Select the filters that you want to change, and amend them individually. You may need to change some joins of other filters if you have added or removed a filter to your query.

4. Test the query by clicking the **Test** button at the top of the screen to ensure that it is still working correctly.

**Note:** You can change the name of the Query by clicking on the **Edit** button next to the Query on the Query Builder listing page.

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