

Understanding Network Search

Last Modified on 15/09/2016 10:43 am AEST

Quick Steps: Members > Network Search

The Network Search allows administrators to transfer members from one Club to another. When a network search request is 'approved' the member record will move from one Club to another, thus maintaining a single record. Transactional history will however remain in the original Club.

Please Note: the Club to which to member would like to move to is responsible for 'requesting the transfer'.

1. Within the Management Console, select **Members** from the top menu, then **Network Search** from the left menu.
2. You will then need to fill at least one of three to four fields. You can either fill just one field for a wider search, or all fields for a more specified search, depending on the information you have on the Member. These fields are:
 - First Name
 - Last Name
 - Member Number: will be titled to your Organisation's name for Member Number
 - Competition Number: will be titled to your Organisation's name for Competition Number.
3. Once you have completed these fields, click **Search**.

Network Search

First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Smith"/>
Membership Number:	<input type="text"/>
Competition Number:	<input type="text"/>

 **Search**

This will bring you a list of all possible members that match your search criteria.

STG Sample - State Logged in as: System Administrator [Log Off](#)

Home Website **Members** Subscriptions Shop Events Registrations Competitions Tools Administration SportsTG Noticeboard

Dashboard
Members Listing
Member Types
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Member Search:
For:
In:

Network Search

Name	Organisation	DOB	Financial Status	Transfer
Smith, John	STG SAMPLE - Club STG Sample - State	07-Jul-1999 TBA	No Active	
Smith, John	STG SAMPLE - Club STG Sample - State	12-Sep-2000 73	Yes Active	
Smith, John	STG SAMPLE - Club STG Sample - State	10-Apr-1971 5515	No Active	
SMITH, JOHN	STG SAMPLE - Club STG Sample - State	03-Jun-1968	No Active	
Smith, John	STG SAMPLE - Club STG Sample - State	09-Mar-2005	No Active	
Smith, John	STG SAMPLE - Club STG Sample - State	17-Mar-1993	No Active	
Smith, John	STG SAMPLE - Club STG Sample - State	8	No Inactive	
smith, john	STG Sample - State STG Sample - National	18-Feb-1993 5543	No Active	

4. If you want to request a transfer of a Member from here, find the Member that you wish to transfer and click on the **Transfer** button next to that Member.

5. Enter Contact Information and any necessary comments

STG Sample - State Logged in as: System Administrator [Log Off](#)

Home Website **Members** Subscriptions Shop Events Registrations Competitions Tools Administration SportsTG Noticeboard

Dashboard
Members Listing
Member Types
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Member Search:

Transfer Request

Member: John Smith
Organisation: STG SAMPLE - Club

Contact Person:

Contact Telephone:

Comments:

6. Click **Save**

Additional Information: Network Search will allow you to find any member that is attached to your Club or Sport. The Network Search allows you to transfer that member to your club, avoiding duplicate member records in the database and keeping all of their

Members History.

Related Articles

[template("related")]
