

Help Articles > Administrator Help > FAQs > How to search for a member

## How to search for a member

David H. - 2023-03-15 - FAQs

There are several ways to search for members, depending on the account's configuration.

## **Member or Non-Member List**

One way to search for members or non-members is by using the search filters through the Member or Non-Member list.

- 1. From the Admin dashboard, click **Members**, **Non-Members**, **Staff**, or another list.
- 2. On the list, you will see several search filters, also referred to as "Smart Search" filters. Below are a few examples of the types of filters you will see:
  - First Name The person's first name.
  - Last Name The person's last name.
  - **Email Address** The person's email address.
- 3. To use additional filters, click **More Filters.** Some additional filters are:
  - **Membership Type** The member's membership type.
  - **Join Date** The date the member joined the organization.
  - **Balance** The member's balance.
  - Last Login The last time the member logged in.
- 4. Click the **Search** button to perform your search.

## **Global Search**

Another method to search for members or non-members is to use the Global Search box located at the top right of the member area.

- 1. Simply begin to enter the name or email of the person you are searching for.
- 2. Select the member from the list of results to go into their profile. The Global Search can also find events and groups as well!

## Related Content

• How to add a non-member

- How to add a member
- How to delete a member, non-member, or staff
- How to view, edit, and delete membership types
- How to add a member