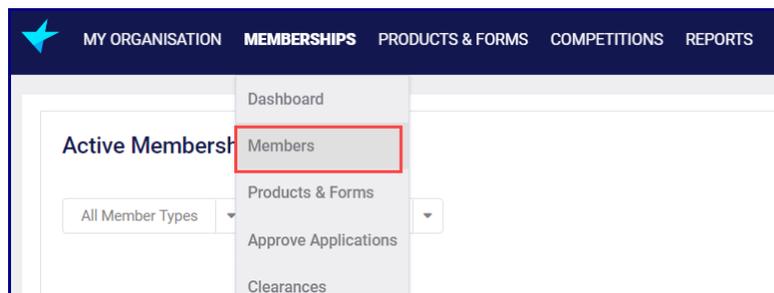


How do I view form details from within a member record?

Last Modified on 07/10/2019 3:31 pm AEDT

When a member registers online, the answers to the questions are stored in their member record. Some answers can be found in field specifically designed for them, such as address. Others are attached to the form.

Hover over **Memberships** and select **Members**.



Click on the name of the member.

Members									
Members List By Product By Member Type By Organisation Pending Duplicates Financial Filter Unpaid									
<input type="button" value="Add New Member"/> <input type="text" value="Search"/>									
<input type="checkbox"/>	PHOTO	NAME	FIRST NAME	LAST NAME	GENDER	BIRTHDATE	ADDRESS	MOBILE	EMAIL
<input type="checkbox"/>		Rory m	Rory	m	Female	1/01/2008		0434543454	rory@gmail.com
<input type="checkbox"/>		Sia m	Sia	m	Female	1/01/2008		0434234323	sia@gmail.com
<input type="checkbox"/>		FFF Status Two	FFF	Status Two	Male	11/11/1992		235234	joe123@gmail.com
<input type="checkbox"/>		shaistha sabha	shaistha	sabha	Female	9/07/1993		9066164809	shaistha@gmail.com

Select the organisation to which they have registered. Select the **Forms** tab. You should see a list of the forms the member has completed.

ORGANISATION: Bendigo Baseball Associations | FINANCIAL: N ● S ● A ● C ● | STATUS: Active

Buttons: Deregister Member, Add Member Type or Role

Member Org Details | Orders/Transactions | Communications | **Forms**

Forms filled

Search User Filled Forms

FORM NAME	DATE CREATED	DATE COMPLETED
▼ National Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm
▼ Club Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm
▼ State Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm

Show 10 User Filled Forms Per Page | Showing Rows 1-3 of 3

Click on the down arrow before the name of the form.

Member Org Details | Orders/Transactions | Communications | **Forms**

Forms filled

FORM NAME	DATE CREATED	DATE COMPLETED
▼ National Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm
▼ Club Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm
▼ State Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm

The questions and answers will display.

FORM NAME	DATE CREATED	DATE COMPLETED
▼ National Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm
> Club Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm

QUESTION DISPLAY	ANSWER VALUE	DATE ANSWERED
sadf		9/05/2018 9:31 pm
State level number		9/05/2018 9:31 pm
multi		9/05/2018 9:31 pm
mandatory	asdfsda	9/05/2018 9:31 pm

Show 10 User Form Answers Per Page | Showing Rows 1-4 of 4

▼ State Form (22 March 18)	9/05/2018 9:31 pm	9/05/2018 9:31 pm
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