

Members and Other Member Lists

- [Listing members \(landing page\)](#)
- [Lists focussing on Member Details](#)
- [Lists focussing on member status/engagement](#)
- [Unverified Members](#)
- [Volunteer Status \(all members\)](#)

Listing members (landing page)

This is the initial page you will arrive on when clicking "Members".

This page/s list all of your current members - that is, members that have been verified, and not locked. It will include expired members until they are locked. For more on locking, visit [Locking and Unlocking](#).

Search function allows you to search for anything in the table that contains that string, it is not case sensitive. For example, searching "anna" will return results for Anna Jones, Hannah Le Cras, and Jyoti Pavanthan because her email is jyoti@annasbakery.com.au

Clicking on the arrows at the top of each column sorts by that heading.

This table can be exported into .csv or excel, or simply copied, by pressing the relevant button at the left hand top of the table.

Lists focussing on Member Details

Location: Members/Members (Other Member Lists button)

These lists focus on current members and have the following options:

Contact email, phone numbers, and child details: This includes number of children, and children's names and DOB (if recorded)

With email: List of members who have emails in either Email 1 and/or Email 2.

With no email: List of members who have no affiliated email.

Focussing on addresses: Membership name (Member1 & Member2 on one line), plus street address, suburb, latitude and longitude - this list is designed to help generate a paper mailing list. It also contains links to the Members Markermap or Members Heatmap.

Lists focussing on member status/engagement

Expired members: Members who are not locked, but their expiry date is in the past. "Annual fee due?" will change to Yes when this occurs - fee will not be applied until the membership is renewed. Column for "Toys on Loan right now?" to help with tracking down missing toys. "Last toy returned on" gives an insight as to when a member truly "left" the toy library - their membership may expire in October, but if they haven't borrowed since January, then they've checked out a long time ago. Or if you find a lot of members returned toys in the same week then never borrowed again, you may want to investigate what was happening at that time.

ALL MEMBERS (including locked): List of all members ever registered in the database. Includes date joined and lock date.

Locked members: Lists all locked members in the database, including "De-identified" place holders, with email, suburb, date joined and lock date.

Lapsed members: Members who have borrowed at least once, but not in the past 3 months. Will include members with toys currently on loan if it is more than 3 months since they were borrowed.

Inactive members: Members who have no toys on loan currently, and not borrowed in the past 3 months, including those who have never borrowed.

Unverified Members

Location: Members/Members - Other Member Lists (button) - Unverified members

If your organisation allows online sign ups, these will be listed here until they are verified by an admin. Unverified members do not show in the current members list, but will appear when searched for in the Member search bar at the top of the page.

OTHER MEMBER LISTS

Listing unverified members

CSV Excel Copy

Name	Email	Date joined toy library	Time since joined	Member type	Edit
Celia Zemlak & Alvis DuBuque		2017-11-14	4 years, 3 months, 2 days	Extended	Edit
chutian Ran		2019-04-28	2 years, 9 months, 2 weeks, 6 days	Extended	Edit
e ee		2019-08-09	2 years, 6 months, 1 week, 2 days	Concession Mega	Edit
Gus Irisa		2021-05-30	8 months, 2 weeks, 4 days	Extended	Edit
Irwin D'Amore & Margret Huel		2018-04-30	3 years, 9 months, 2 weeks, 4 days	Standard	Edit
Julie Smith		2019-05-08	2 years, 9 months, 1 week, 3 days	Extended	Edit
Sallie Test		2020-11-07	1 year, 3 months, 1 week, 2 days	Annual Membership	Edit
test test1	test	2020-10-13	1 year, 4 months, 4 days	Extended	Edit
Trever Haag & Madonna O'Connell		2018-03-03	3 years, 11 months, 2 weeks, 1 day	Standard	Edit

It is up to an organisation to decide what is required to verify a member. Once the verify member button is pressed on the member's account, they cannot be returned to unverified.

An unverified member's profile can be edited without changing their unverified status.

Unverified members cannot loan toys.

Unverified members can place holds, make reservations, book click and collect sessions, and have their name put down for volunteer sessions.

Volunteer Status (all members)

Location: [Members/Members \(Other Member Lists button\)/Volunteer Status \(all members\)](#)

This list contains all current members, their active status, volunteer status, contact details and membership details. It also gives a breakdown of your membership base and how many members are meeting their volunteering requirements.

Listing volunteer status (all members)

720 volunteering members shown

58 green members (8.1%). These members do not have any more duties to nominate/complete.

630 red members (87.5%). These members have not nominated or completed any duties.

32 orange members (4.4%). These members have not completed all of their duties, but have either nominated or completed some.

CSV Excel Copy

Search:

2022

Parent names	Active?	Volunteer status	Email 1	Phone Number 1	Member kind	Date membership expires	Time until membership expires	Number left to complete/nominate	Number completed since last renewed	Number nominated since last renewed
Bond Tester		Red			Standard	2022-03-22	1 week	2	0	0
Golden Bay Toy Library Membership Test		Green			2 Week Casual	2022-02-26	-2 weeks, 3 days	0	0	0
Parent One Test & Parent Two Test		Green			2 Week Casual	2022-03-12	-3 days	0	0	0
Space Voucher Member Test & Space Parent 1	Active	Green			3 Months Space Voucher Free	2022-05-14	1 month, 4 weeks, 1 day	0	0	0
Edison Telsa		Red			Standard	2022-04-11	3 weeks, 6 days	2	0	0
Elon Musk		Red			Standard	2022-04-11	3 weeks, 6 days	2	0	0
Barry Bristow-Stagg		Red			Standard	2022-10-26	7 months, 1 week, 4 days	2	0	0
Agustina Witting & Richard Grimes		Orange			Standard	2022-09-17	6 months, 3 days	1	0	1