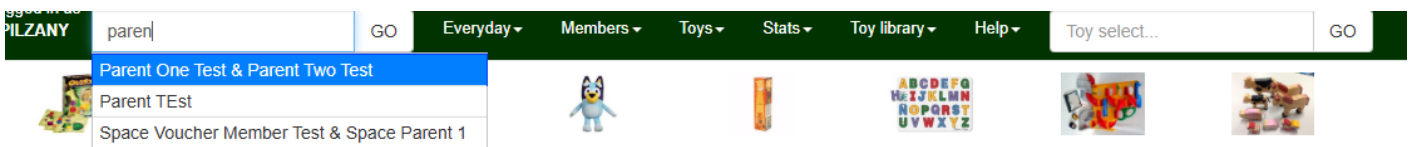


# Navigate to a member's page

Navigating to a member's page is useful to check any details about the member such as pending returns or overdue toys loaned out in their name. You may also need to need to contact a member to find out about a damaged toy, track down missing pieces or to prompt the return of an overdue toy that another customer wishes to borrow/reserve.

Locate the member you wish to navigate by typing in the navigation bar 'Select member...' field and pressing 'GO'.



## Sample Toy Library



Volunteers today are:

### HOW TO LOAN A TOY

1. Navigate to member: hover for more info
2. Enter toy code in to "loan a toy" box, press enter

312 people with admin access:



SETLS

The following image shows the landing page for the member named 'Parent One Test and Parent Two Test'.

The middle part of the page is where you can loan a toy. This section of the page will also display any of the current loans the member has, including details about due dates and fines.

# 2811: Parent One Test & Parent Two Test

Membership Type: Life Time Membership

Exp: Thu, 12 Mar 2026

Balance: \$0.00 [Create Transaction](#)

- Loan a toy/show current loans (2)
- Bond
- Automatic emails
- Automatic SMS
- Children
- Click and collect
- Holdings (0)
- Login history
- Profile
- Previous loans (4)
- Reservations (0)
- Membership card (PDF)
- Membership history
- Missing pieces
- Transaction history
- Username / password
- Volunteer history

Money saved: \$587.00

No email listed

### Volunteer history

Expiring in 9 months.  
2 left to complete

### Loan a Toy

[RENEW ALL](#) [RETURN ALL](#)  
[Renew checked](#) [Return checked](#)

2 toys on loan (8 more may be borrowed)

<input type="checkbox"/>	ID	Pic	Toy name	Date loaned	Date due back	# times renewed	Renew	Return	Edit
<input type="checkbox"/>	R100		John Deere Green Balance Bike	Fri, 13 Jun 2025	Fri, 27 Jun 2025	0	<a href="#">Renew</a>	<a href="#">Return</a>	<a href="#">Edit</a>
<input type="checkbox"/>	A029		Feber Gus Caterpillar	Fri, 13 Jun 2025	Fri, 27 Jun 2025	0	<a href="#">Renew</a>	<a href="#">Return</a>	<a href="#">Edit</a>

No toys currently on reserve

[Loan Receipt \(PDF, in new tab\)](#)

No children listed

No current missing pieces

Private member notes (0)

Don't forget duty sign up  
Toy Opening Time

[Update alerts](#)  
[Delete alerts](#)

13/06/2025

[Update all loans](#)

The text **immediately below the member name** shows Membership Type and the expiry date (expired membership will be in red font).

It also shows the balance owing on the account, and allows you to create a transaction (payment) accordingly.

The panel on the **top left** side of the page in the image above contains clickable links to further information on this member: Bond, Automatic Emails, Children, Click and Collect, Holds, Login history, Profile, Previous loans, Reservations, Membership history, Missing pieces, Transaction history, Username/Password and Volunteer history.

The square panel on the **right side** of the screen is to create alerts for a member.

The panel on the **lower left side** of the screen contains a summary of this member's volunteer history as well as a link to set up volunteer dates.

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