

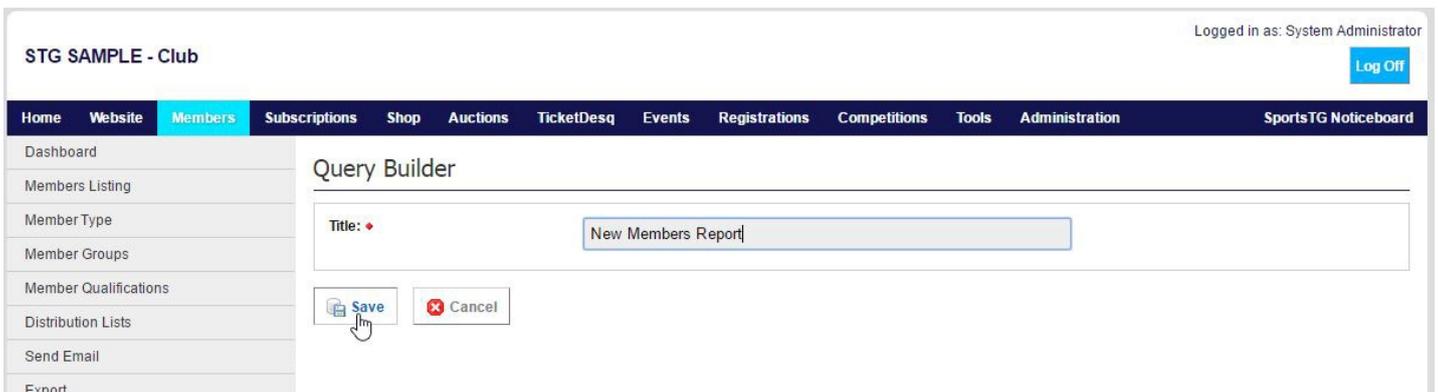
Building a Query to find New Members

Last Modified on 14/09/2016 4:57 pm AEST

Quick Steps: Members > Query Builder > Add

One of the most useful things that our Clients have found using the Query Builder is the ability to run reports on new Members to the Organisation. This allows you to set up a Query that will help you contact or export all Members that have joined your Organisation since a certain date.

- >1. Within the Management Console, select **Members** from the top menu, then **Query Builder** from the left menu.
2. Click **Add** at the top of the page.
3. Give your new Query a name, such as New Members Report and then click **Save**.



The screenshot shows the Management Console interface for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The 'Members' menu is active, and the 'Query Builder' section is open. A text input field labeled 'Title:' contains the text 'New Members Report'. Below the input field are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red 'X' icon). A mouse cursor is pointing at the 'Save' button.

4. Click on **Build** at the top of the page to begin building the query.
5. Click on the **Add** button at the top of the page above Member Filters.
6. Select Where as the join, and then Add Date from the dropdown menu.

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

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

Member Search:
For:
In:

New Members Report (Member Filter)

Join: Where Where (

Field:

- Select Field
- Suburb
- Postcode
- State
- Country
- Gender
- Date Of Birth
- Date Of Birth (Day)
- Date Of Birth (Month)
- Occupation
- Mailing List
- Status
- Financial
- Financial End Date
- Primary Member
- Add Date**
- Edit Date
- Last Login Date
- custom fields question 1 club
- custom fields question 2 club

7. Select the greater than (>) or greater than or equal to (≥) symbol, depending on your preferred option.

8. Finally, select the date you wish to view Members that have joined after.

9. Click **Save**, then click **Test** to test the query.

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New Members Report (Filter Listing)

Member Filter	Edit	Delete
Where Add Date >= 01-Sep-2016	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

The record selected has no member group filters.

The record selected has no member qualification filters.

Note: Make sure when you use your Query after the initial build that you update the Date used to ensure you're always pulling the newest list of new members.

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