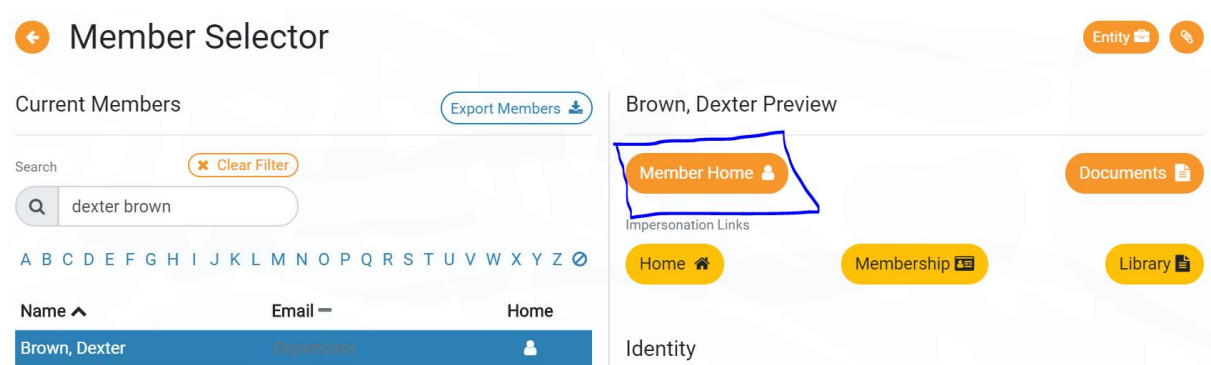


## How to view who a member's guardian/parent member is?

Search for the member in your members list and click on their name. Do not click on the impersonation icon.

Click **Member Home**. Do not click the impersonation link-home



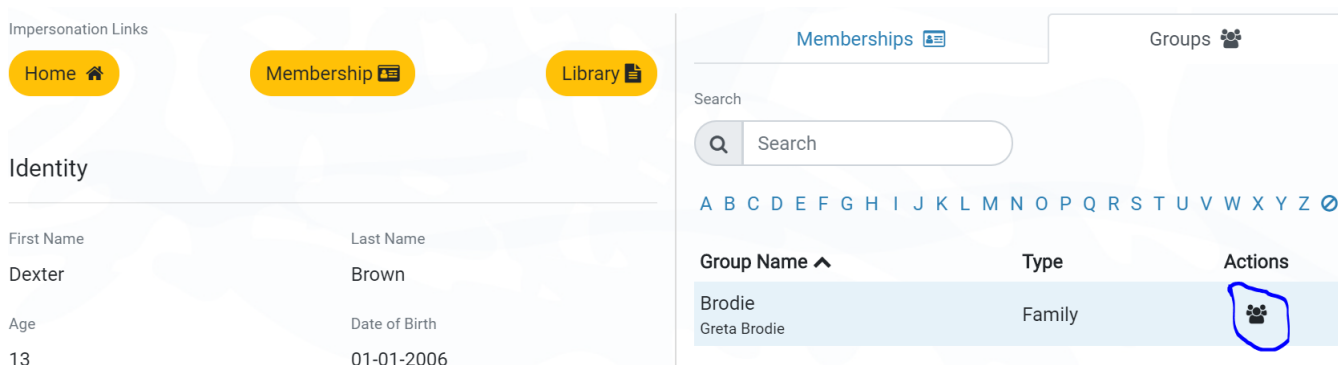
The screenshot shows the 'Member Selector' interface. On the left, there is a search bar with 'dexter brown' entered. Below the search bar is an alphabetical index. A table lists members with columns for Name, Email, and Home. The member 'Brown, Dexter' is highlighted. On the right, a 'Brown, Dexter Preview' panel is visible. In this panel, the 'Member Home' button is circled in blue. Other buttons like 'Home', 'Membership', and 'Library' are also present.

Click the **Groups** tab on the right-hand side of the page.

Here you will be able to see which groups a member is apart of (this could also include messaging groups).

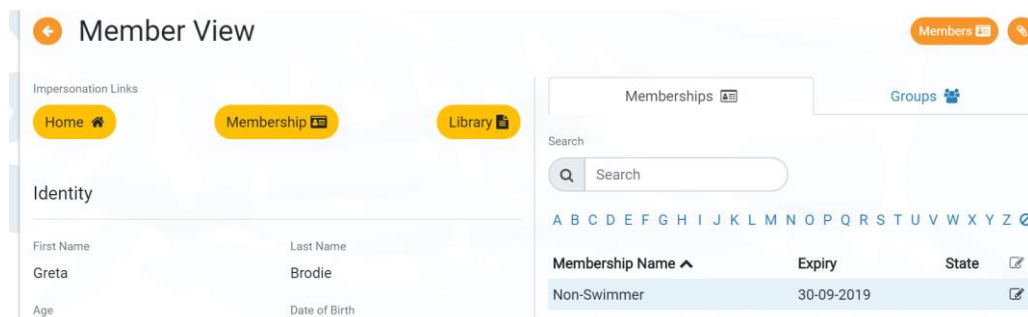
This includes the **GROUP NAME** and **GROUP FOUNDER/PRINCIPLE** (aka guardian/parent).

To access the guardian/parent's details including email address, click the family icon under the Actions Column.



The screenshot shows the 'Member View' interface. On the left, there is an 'Identity' section with fields for First Name (Dexter), Last Name (Brown), Age (13), and Date of Birth (01-01-2006). On the right, there is a 'Groups' tab. Below the tab is a search bar and an alphabetical index. A table lists groups with columns for Group Name, Type, and Actions. The group 'Brodie' is highlighted, and the family icon in the Actions column is circled in blue.

You can now view the guardians details. Scroll down for the email address.



The screenshot shows the 'Member View' interface. On the left, there is an 'Identity' section with fields for First Name (Greta), Last Name (Brodie), and Age. On the right, there is a 'Memberships' tab. Below the tab is a search bar and an alphabetical index. A table lists memberships with columns for Membership Name, Expiry, and State. The membership 'Non-Swimmer' is highlighted.