

## 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.

Entity 🚔 💊 Member Selector **Current Members** Members Report 🜌 Crews, Jacob Preview Member Home 🎒 cuments 📄 Q Search Impersonation Links A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Ø Home 🕋 Membership 🛅 Library 皆 Name 🔨 Email – Disability -DoB / Age - Home -, Chris 4 Identity Dependant 4 First Name Last Name Dependant Robinson, Victo 10.10.1987 Jacob Crews 4 33 years 10 Asnake, Sabella 4.2.2009 Disability 4 11 years 11.7.2013 Bang, Willow Has Disability / Multi Class 7 years × Address

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

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.

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Bang, Willow			Memberships 🔤	Groups 📽	Cart 册
Impersonation Links	Membership 🖬	Library	Group Memberships Q Search		
Identity			ABCDEFGHI	JKLMNOPQRS	T U V W X Y Z Ø
First Name	Last Name		Group Name 🔨	Туре	Actions
Willow	Bang		Bang Eun Tak	Family	202 ·
Gender	Date of Birth				

You can now view the guardians details.