| Basic Data |
political_parties | associations | Gymmetry

# Members

The functionality of the **Members** module is extended by the *meetings* module and the *evote* solution.

About filters and finding data in lists

The following buttons are above the member list:

- **RESOURCE USAGE OVERVIEW** — Comparison of booked (used) and paid slots (in closed invoices); described in overview.
- **NUMBER OF MEMBERS** — Quick calculation of the total number of active members on any selected date in the past or present.
    - **Calculation logic:** shows the number of members who on the entered date had any **active schedule** (membership or package) within its validity period, or had a **slot booking** on the requested date (even without an active schedule).
    - **Display condition:** the button is visible only to companies with the **Gymmetry** module enabled.
    - **How to use:** clicking the button opens a dialog for entering the date, after which the system calculates and shows the exact number of members for that day.
- **EMAIL TO ALL** — Sending an e-mail message to a larger number of members at once; the procedure is described in email.

## Data tabs

Member data is arranged in the following tabs:

- ***basic***
- ***~ NOTES ~***
- ***email*** — Entry of the list of e-mail addresses to which invoices and debt notifications are sent automatically.
- ***contacts*** — Entry of the member's contact persons, e.g. parents.
- ***id_card***
- ***iban***
- ***bodies***
- ***fees***
- ***account***
- ***schedule***
- ***history***
- ***quotas***
- ***biometrics***
- ***~ DMS ~*** — Adding, viewing and updating documents related to the member, e.g. appointment decisions, contracts, copies of documents and the like.
    - The tab is shown only to companies subscribed to the Document Management System

(DMS) module.

## Reports

The reports (icon ) offer:

- **Signature List** — Intended for registering members for the Assembly of organisational units. Only members with the status “Member” are listed. At the assembly itself, check and correct or enter the members' ID card details, and update them in the member data after the assembly.
- **Members** — List of members with basic member data.
- **Debts** — List of members with the amount owed.
- **Export (CSV)** — Export of member data in CSV format, suitable for import into spreadsheets (Excel, LibreOffice...).
- **r_usage** (only for users of the Gymmetry module).
- **serviceStats** (only for users of the Gymmetry module).

## How to...

- **deletion**
- **Joining through the web application form**
- **Accepting a member who registered through the website**
- **Sending e-mail messages to a group of members**

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