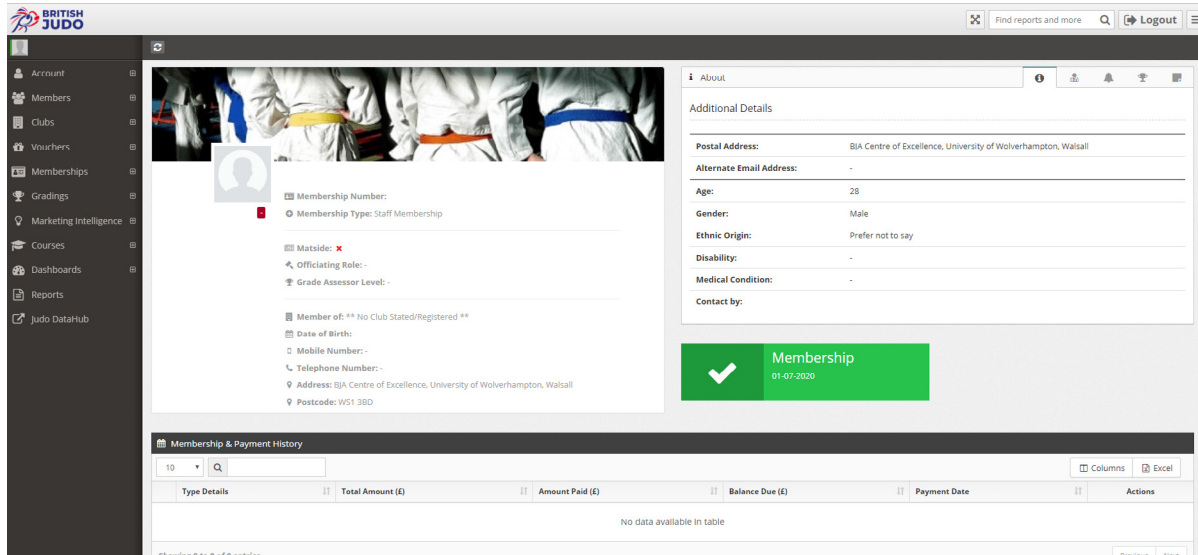


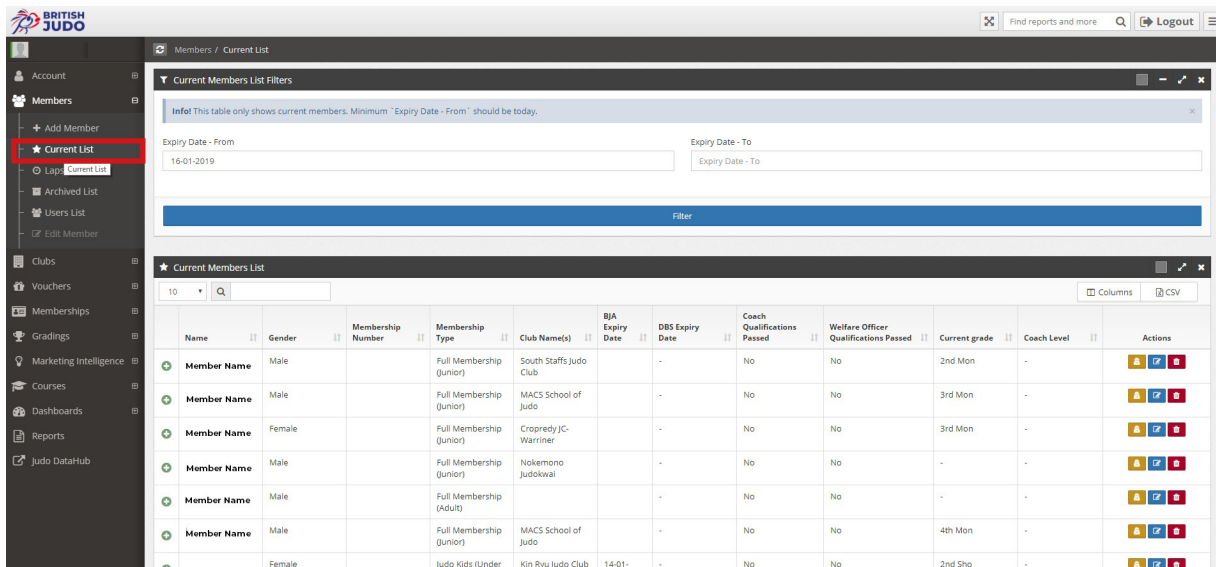
The Dojo - Searching for Members



1. Head over to www.bjajudo.co.uk and log into your Member profile



2. You should see a series of menus down the left hand side. Select “Members”, “Current List”. This will display the current members within your Club/Area/within the BJA (depending on your level of access.) Clubs will only have access to data about their own members, Areas will have full access to their members data **within their Area**, and Competition volunteers (i.e. Competition Controllers) will be able to qualification histories of all members across the BJA.



3. Click on the “Columns” button on the right hand side of the screen. This will open a drop down box which will provide you with a range of filters for you to customise the view of your members. So for example, if you only want to see a members name and grade, you untick all of the boxes apart from member and grade. If you wanted to see Competition Officials in your Area, untick all boxes apart from “Name” and “Officiating Role”.

TIP: Use the search boxes at the bottom of the column(s) to search for a specific terms i.e Under Officiating role, search for Timekeeper, Senior Recorder etc, or under Grading, search for “5th Mon” to filter down further.
TIP: All lapsed members will appear under the “Lapsed List”, which is accessible down the left hand side menu.

