

From: England Netball <news@email.englandnetball.co.uk>  
Subject: Step-by-step guide for checking who's purchased a 2020/21 England Netball membership  
Date: 4 September 2020 at 12:32:36 BST  
To: jbr51@hotmail.co.uk  
Reply-To: England Netball <re-4NYO-WQYG-3H6FAV-C0Z4M@email.englandnetball.co.uk>

Hello,

The most common question we are currently receiving is "how can I check who within my club's directory has purchased a 2020/21 England Netball membership".

**To help you, here's a quick step-by-step guide:**

1. Golden Roles & Membership Secretaries (excluding Treasurers) should log into **ENgage**
2. In the 'My Organisations' box, select the thumbnail next to your club's name
3. Select 'People'
4. Click 'Everyone' from the menu on the left-hand side
5. Click on the small white funnel icon to the right-hand side of your screen

6. Click on the small white plus sign (+)
7. Select 'EN Member'
8. From the first dropdown under 'EN Member', select 'Equal to'
9. From the second dropdown under 'EN Member', select 'Yes'
10. Click 'Apply'

We hope you find this helpful!

We really appreciate the time and effort you, as volunteers, are investing to ensure your member's can access netball again. Thank you.

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