

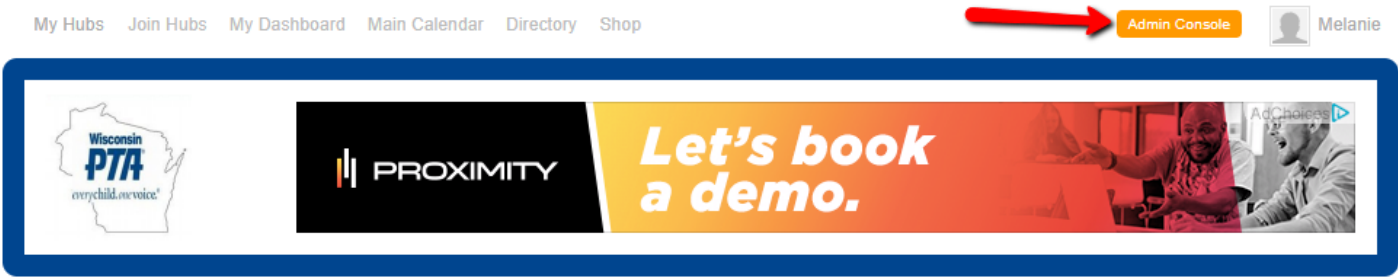


When people join your PTA, a membership card is linked to their MemberHub profile.

everychild.onevoice.® Note: only site admins can see everyone's cards. Each member can only see their own card.

You can access the membership cards by following these steps:

- 1. Go to the Admin Console > People tab.



## Wisconsin PTA test site Admin Console

PTA **People** Hubs Site Joins Settings SponsorShare GiftCrowd Store Admin

View:  Individuals  Families

Showing 1 thru 25 of 54 People

0 people selected. Select [All](#) [All 54](#)

[thisis atest](#)

[Daniel Chavarro](#)

[Bobby Costa](#)

[Danielle Darling](#) ★

[Jane Doe](#)

[Jessie Doe](#)

[Jane Doe1](#)

[Marcy Dwyer](#)

[ChildOf Elyce](#)

[Other Elyce](#)

[Johnny Goode](#) ★

[Matt Harrell](#) ★

[jenny jenny](#) ★

[Ashley Jo](#)

[Site Join](#)

[.jim Jones](#)

Search by Name or Email

Filter by Status

- Not in any hubs (0)
- Has email address but (30) no login/password
- Email blocked (9)

Filter by Tag

- 1st Grade (3)
- Child (3)
- parent (1)
- PTA Members (11)

[Manage Tags](#)

- Add Person
- Print Directory
- Import People
- Export People

2. In the People tab, **click on the person's name** to access their profile.
3. In the **lower right-hand corner**, you will see their membership card.



4. **Click on the link below the card image** and the card will open in a new window.
5. You can **print the card** from this window.
6. **To email** the card you will need to right-click on a PC or two-finger click on a Mac and then click **Save image as...**
7. **Save the image** to whatever location you want. Create your email and **attach the membership card image to your email.**