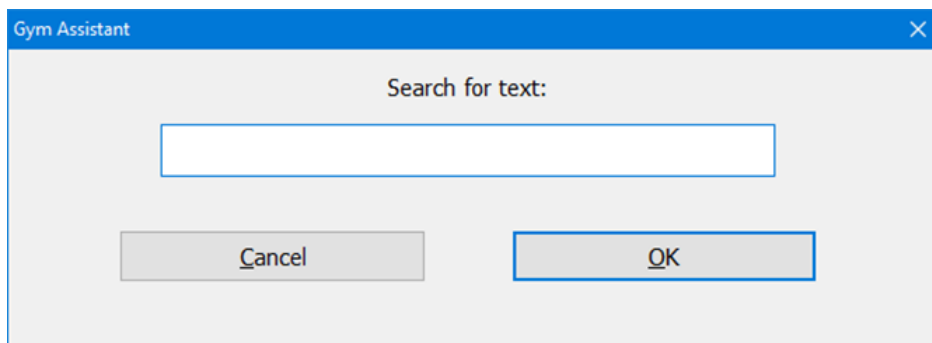


## Find a Gym Assistant member by phone number or email address

**Fastest method:** On your keyboard hold down the “Ctrl” key then press the “F” key. This will open up the dialog box below. Enter a phone number or email address then click OK. The member associated with the information entered will appear on the screen.



The image shows a screenshot of a software dialog box titled "Gym Assistant". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains the text "Search for text:" centered above a white text input field. Below the input field are two buttons: "Cancel" on the left and "OK" on the right. The "OK" button has a blue border, while the "Cancel" button has a gray border.

**Other method:** On the menu bar click Member/ Find member. The dialog box above will appear. Enter a phone number or email address then click OK. The member associated with the information entered will appear on the screen.

Member	Reports	Billing	Documents	Po
Add New Member				Ctrl+N
Add Dependent Member				
Record a Payment				
Record a Visit				Ctrl+R
Measurements				Ctrl+M
Punchcard Add-Ons				
Edit Member Record				Ctrl+E
Update Financial Info				
Alert				
Comment				
Notes				
Attachments				
Picture				
Barcode				
Documents				>
Journal History				Ctrl+H
Visits History				
Punchcard Usage				
Payment Schedule				
Linked Members				
Modify Contract				
Start a New Contract				
Reverse Last Payment				
Enter Charge or Credit				
Freeze Member Billing				
Change Billing Status				
Delete Member Record				
Find a Member				Ctrl+F

Online URL: <https://gymassistant.phpkb.cloud/article/find-a-gym-assistant-member-by-phone-number-or-email-address.html>