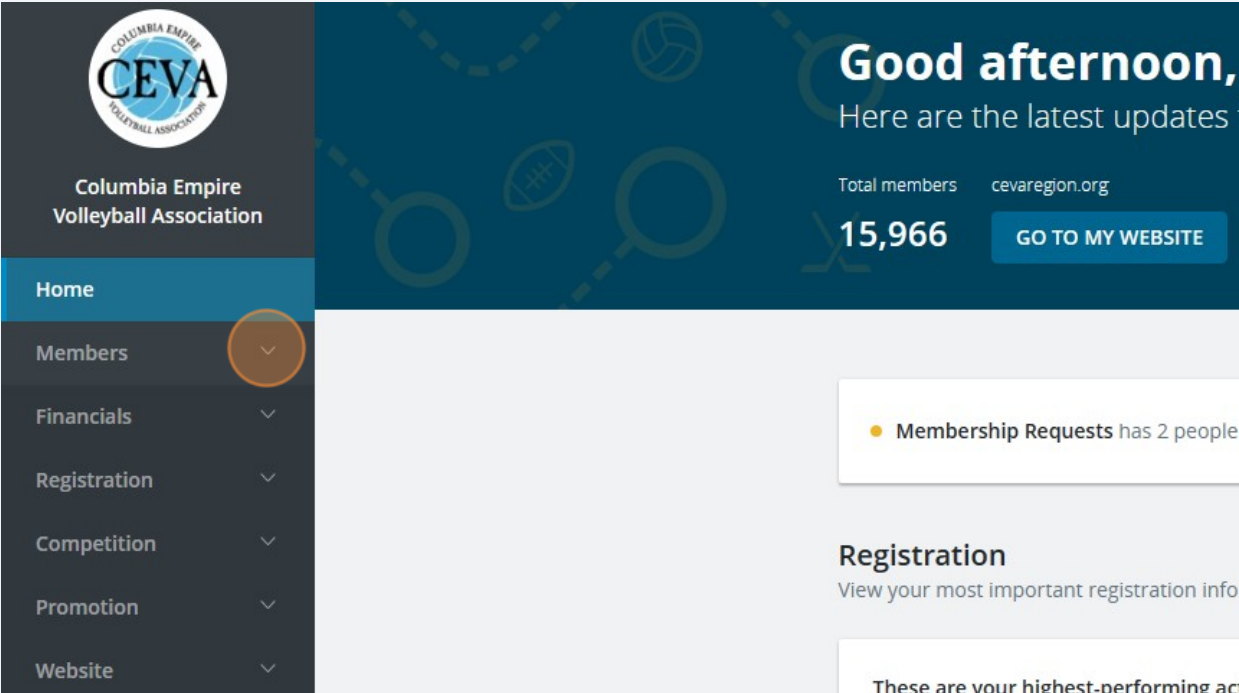


# View eligibility for a member

1 Navigate to your SportsEngine HQ

2 Click "Members."



3 Click "Directory"

The screenshot shows the homepage of the Columbia Empire Volleyball Association. The header includes the CEVA logo, the text 'Columbia Empire Volleyball Association', and a greeting 'Good afternoon, Here are the latest updates'. It also displays 'Total members 15,966' and a 'GO TO MY WEBSITE' button. A navigation menu on the left lists 'Home', 'Members', 'Financials', 'Registration', and 'Competition'. The 'Members' menu is expanded, and the 'Directory' option is circled in orange. On the right side, there are sections for 'Membership Requests' (with 2 people) and 'Registration'.

4 Click the name of the member you wish to check.

The screenshot shows a list of members in a directory. The left sidebar contains a navigation menu with 'Memberships' selected. The main content area displays a list of members, each with a checkbox, a circular icon containing initials, and the member's name. The member 'Amelia Aalto' is circled in orange. Below the list, there is a link: 'Use the Legacy Directory (Permissions and Newsletters)'.

<input type="checkbox"/>	EK	Emmaline Kingman Hargand
<input type="checkbox"/>		Ashlyn Camp
<input type="checkbox"/>	VD	Vivian Denton
<input type="checkbox"/>	NA	Noemie Anderson
<input type="checkbox"/>	AD	Abigail Diaz Diaz
<input type="checkbox"/>	MC	Mahealani Chong-Kainoa
<input type="checkbox"/>	AA	Amelia Aalto
<input type="checkbox"/>	JA	Juliette Aarness
<input type="checkbox"/>	BA	Baylee Aarons
<input type="checkbox"/>	AA	Arlie Aasen
<input type="checkbox"/>	KA	Kennedy Abbas

5 Click "Memberships"

The screenshot shows the SportsEngine HQ interface. On the left is a sidebar for the Columbia Empire Volleyball Association (CEVA) with a menu including Home, Members, Directory, Eligibility Search, Electronic Documents, and Memberships. The main content area shows the profile of Amelia Aalto. The 'Memberships' tab is highlighted with an orange circle. Below the profile information, there is a 'SHOW MORE' button.

6 Click the three dots on the right side of their membership.

The screenshot shows the membership details for Amelia Aalto. The 'Memberships' tab is selected. A membership card for '22-23 CEVA Junior Player' is shown, valid from Sep 1, 2022 to Aug 31, 2023, with a three-dot menu highlighted by an orange circle. Below this is a 'Past Memberships' table:

Membership Name	Status	Valid Term	Transaction	Notes
22-23 CEVA Tryout Membership	EXPIRED	Sep 1, 2022 - Dec 31, 2022	7439662	--
22-23 USAV Tryout - July-Dec	EXPIRED	Jul 1, 2022 - Dec 31, 2022	--	--

A 'Need Help?' button is visible on the right side of the table.

7 Click "View Eligibility"

The screenshot shows a web interface with a table at the bottom. The table has three columns: 'Term', 'Transaction', and 'Notes'. The first row contains 'I, 2022 - Dec 31, 2022', '7439662', and '--'. The second row contains '2022 - Dec 31, 2022', '--', and '--'. Above the table, there is a 'MESSAGE' button and a three-dot menu. A context menu is open over the table, with 'View Eligibility' highlighted. A 'Need Help?' button is visible on the right side of the interface.

Term	Transaction	Notes
I, 2022 - Dec 31, 2022	7439662	--
2022 - Dec 31, 2022	--	--

8 Look for a green "eligible" bar or a yellow "ineligible" bar at the top of the slide-out.