

Find a card in the member register

Select the correct campaign and locate a card in the register, using the export when the list is long.

4 min · Context-dependent availability · 2026-09-21

Before you begin

- ✓ The Summer camp feature must be enabled and you need Manage oratory memberships.
- ✓ Know at least the club, year or card number you need to find.

1

STEP 1 OF 4 · 1 MIN

Start from the active campaign

Open Members & cards and check the club and campaign picker. The list below contains members only from the selected campaign.

This screen has no search box or filters for number, name or status.

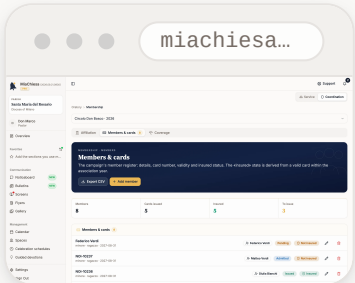


Fig. 1 Finding a card starts with the correct club and association year.

2

STEP 2 OF 4 · 1 MIN

Change campaign

Open Choose club and campaign and select the year containing the card. The capture switches to Circolo San Domenico Savio and displays its rows.

Compare the number at the start of each row. In a short register, you can locate the match directly.

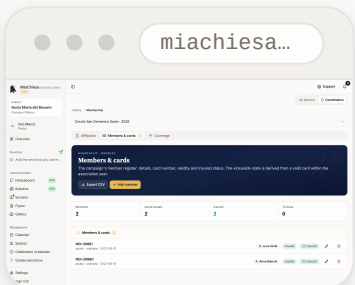


Fig. 2 Changing campaign narrows the register to the selected club.

3

STEP 3 OF 4 · 1 MIN

Open the matching row

Select Edit member on the matching number. The dialog groups the linked person, category, card type, number, fee, validity and status.

The capture opens NOI-20880 for inspection only. No field has been changed and Save has not been pressed.

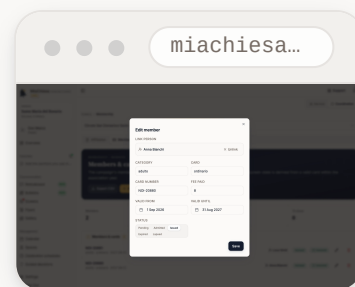


Fig. 3 The matching card is open; the capture neither changes nor saves it.

4

STEP 4 OF 4 · 1 MIN

Use CSV for long registers

If the register is too long to scan, select Export CSV and search the downloaded file by number, name or surname. The export covers only the active campaign.

Return to the same campaign in MiaChiesa and open the matching row before making a correction.

What you have achieved

✓ You located the correct campaign and card row.

✓ You know the list limitation and the CSV alternative for larger registers.

Troubleshooting

I cannot find the card



Check the club and year first. For a long list, export that campaign's CSV and search the file.

The number appears in multiple campaigns



Compare the club, year and linked person; each association year has its own register.