Member Management

How do I download a member's vCard?

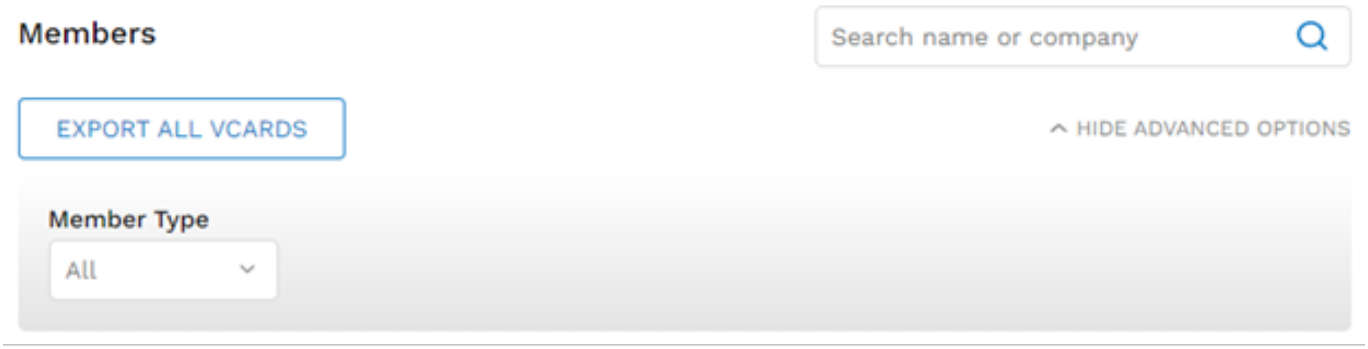
To download a member’s vCard, follow these steps:

1. Go to Members on the left navigation bar.
2. Select the member whose vCard you’d like to view:

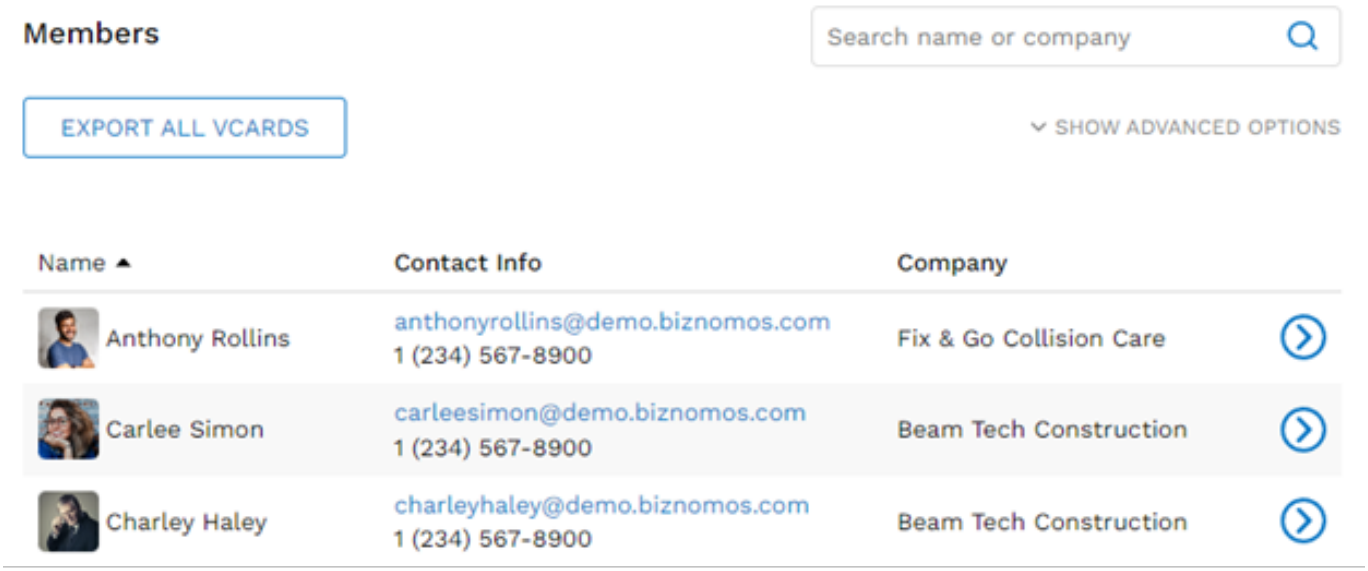
a. Scroll down to find the member you’re looking for.

b. Search with the search bar.

c. Filter results by member type after expanding the Show Advanced Options arrow.



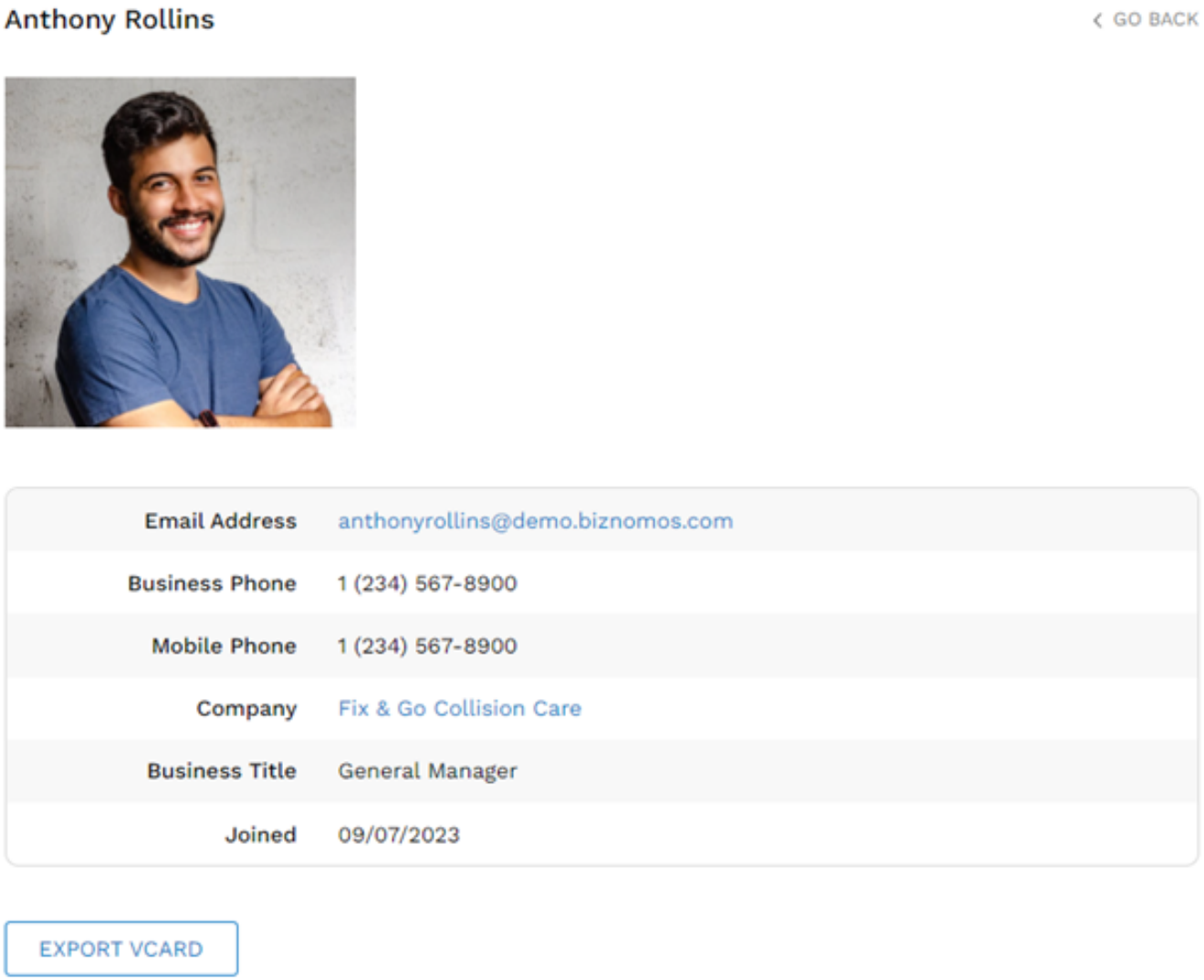
3. Click on the blue arrow icon.



4. Click on the blue Export vCard.

© 2026 Koji <koji.kiyokawa@pspinc.com> | 10-30-2026 06:40 PM
URL: https://help.biznomos.com/content/9/13/en/how-do-i-download-a-member_s-vcard.html

Member Management



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

Unique solution ID: #1012
Author: n/a
Last update: 2024-05-29 19:18

© 2026 Koji <koji.kiyokawa@pspinc.com> | 10-30-2026 06:40 PM
URL: https://help.biznomos.com/content/9/13/en/how-do-i-download-a-member_s-vcard.html