

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.

Members

[EXPORT ALL VCARDS](#)[^ HIDE ADVANCED OPTIONS](#)







Member Type



3. Click on the blue arrow icon.

Members

[EXPORT ALL VCARDS](#)[v SHOW ADVANCED OPTIONS](#)

Name ▲	Contact Info	Company	
 Anthony Rollins	anthonyrollins@demo.biznomos.com 1 (234) 567-8900	Fix & Go Collision Care	
 Carlee Simon	carleesimon@demo.biznomos.com 1 (234) 567-8900	Beam Tech Construction	
 Charley Haley	charleyhaley@demo.biznomos.com 1 (234) 567-8900	Beam Tech Construction	

4. Click on the blue Export vCard.

Member Management

Anthony Rollins

< GO BACK



Email Address	anthonyrollins@demo.biznomos.com
Business Phone	1 (234) 567-8900
Mobile Phone	1 (234) 567-8900
Company	Fix & Go Collision Care
Business Title	General Manager
Joined	09/07/2023

EXPORT VCARD

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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