

# 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

All









3. Click on the blue arrow icon.

### Members



EXPORT ALL VCARDS

v SHOW ADVANCED OPTIONS

Name ▲	Contact Info	Company	
 Anthony Rollins	<a href="mailto:anthonyrollins@demo.biznomos.com">anthonyrollins@demo.biznomos.com</a> 1 (234) 567-8900	Fix & Go Collision Care	
 Carlee Simon	<a href="mailto:carleesimon@demo.biznomos.com">carleesimon@demo.biznomos.com</a> 1 (234) 567-8900	Beam Tech Construction	
 Charley Haley	<a href="mailto:charleyhaley@demo.biznomos.com">charleyhaley@demo.biznomos.com</a> 1 (234) 567-8900	Beam Tech Construction	

4. Click on the blue Export vCard.

# Member Management

Anthony Rollins

< GO BACK



Email Address	<a href="mailto:anthonyrollins@demo.biznomos.com">anthonyrollins@demo.biznomos.com</a>
Business Phone	1 (234) 567-8900
Mobile Phone	1 (234) 567-8900
Company	<a href="#">Fix &amp; Go Collision Care</a>
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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