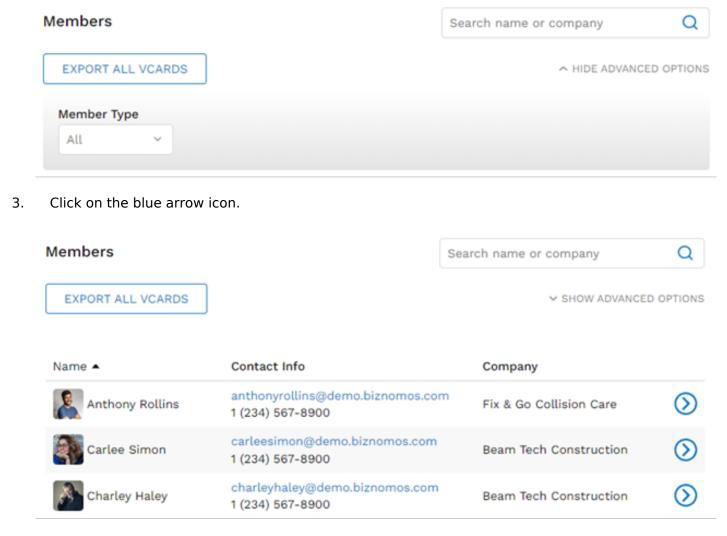
Member Management

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.



4. Click on the blue Export vCard.

Member Management

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EXPORT VCARD

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

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