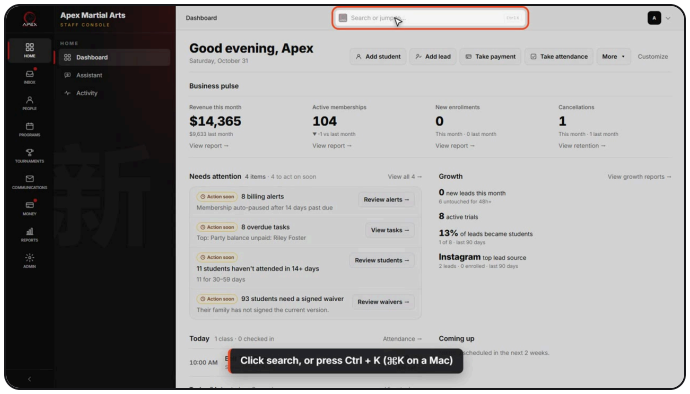
# Find any student

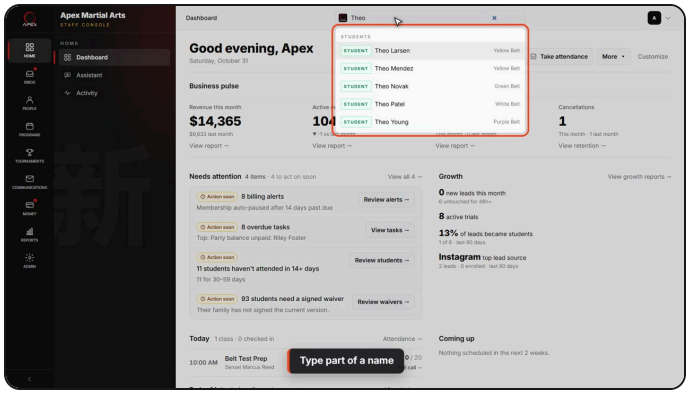
Open any student's page in two clicks with the search box at the top of every page.

5 steps



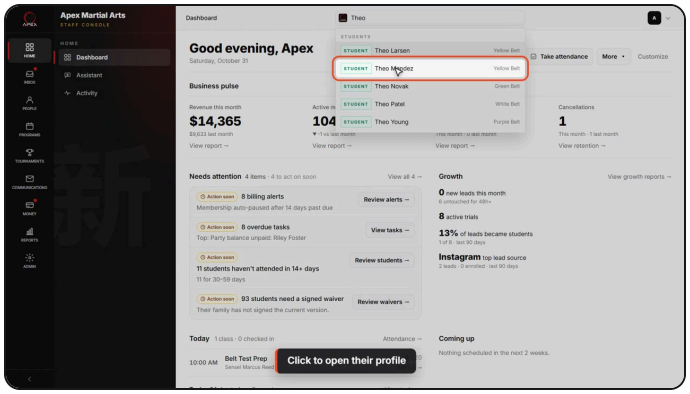

## 1 Click search, or press Ctrl + K (⌘K on a Mac)

Click the search bar at the top of any page, or press Control K, or Command K on a Mac.



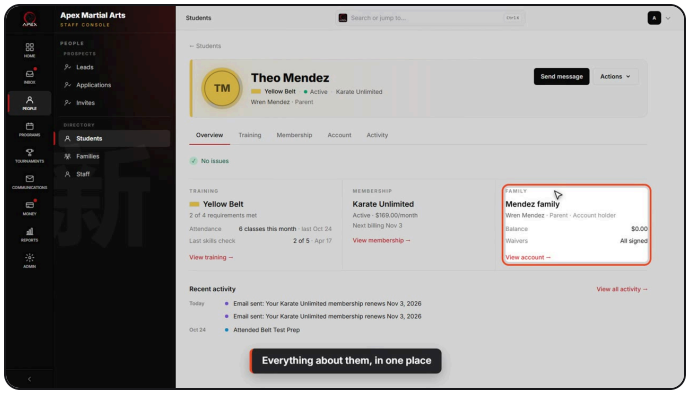

## 2 Type part of a name

Type part of their name. Matching students show up right away.



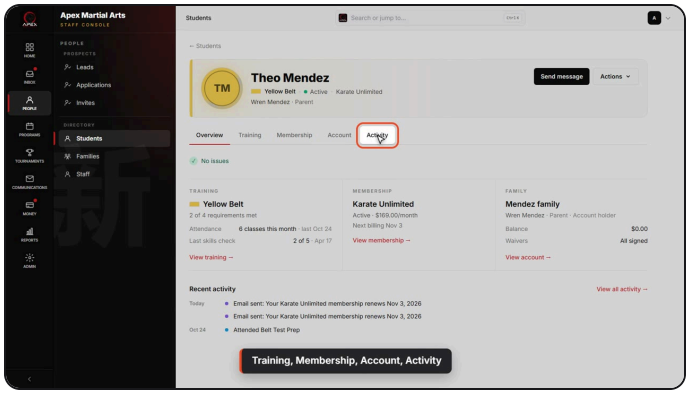

## 3 Click to open their profile

Click a name to open their profile.




## 4 Everything about them, in one place

Overview shows their belt and training, their membership, and their family, all at a glance.




## 5 Training, Membership, Account, Activity

The tabs go deeper: Training for belts and attendance, Membership for plans and payments, Account for family and waivers, and Activity for notes and history.

# What happens next

1. **Next: Memberships: start, pause and cancel**
   Add a membership, take the first payment at the desk, pause it, move the billing date, and cancel when a family leaves. Watch it at quickkicks.app/learn/schools/memberships

**Watch the video**

Point your phone's camera at the code, or go to quickkicks.app/learn/schools/find-a-student

## Stuck?

In QuickKicks, open **Admin**, then **Support** (or **Help**, in the simpler menu), and send us a message. Or email **hello@quickkicks.app**.

Shown with a demo school. Your screens show your own school, and may look a little different.