

## Local List Functionality

Local lists allow member groups to use the Groups Toolkit to find Cycling UK members who live within the group's postcode area and also check their volunteers registered with Cycling UK. These lists show both registered group members and other Cycling UK members who live locally.

### Important information about local lists

The local lists feature is still visible, but it is no longer being updated. A permanent technical error means the system cannot refresh member information or display new joiners. Our IT team explored several solutions, but the feature is not compatible with the new website and cannot be restored.

For this reason, the local list should now be considered historic information only.

To check current member status, use the new member lookup tool on your group page on our main Cycling UK website.

### Using the local lists functionality

**Note:** Your group's local list is already filtered to display only members who live within the group postcode area.

1. Ensure that you have **Group Administrator** or **Registration Officer** permissions.
2. Login to <https://groups.cyclinguk.org>.
3. Locate the group's home page.
4. Click on the **Group** tab at the top of the page.
5. Select **Local lists**.
6. A list of matched rider records will be displayed. You can filter the list by surname, email address, membership status and other fields.