How to View a Member’s Recent Account Activity

Student Profile · https://a2bmanager.com/docs/viewing-recent-account-activity-in-members-profile/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/recent-account-activity-walkthrough-v3.mp4

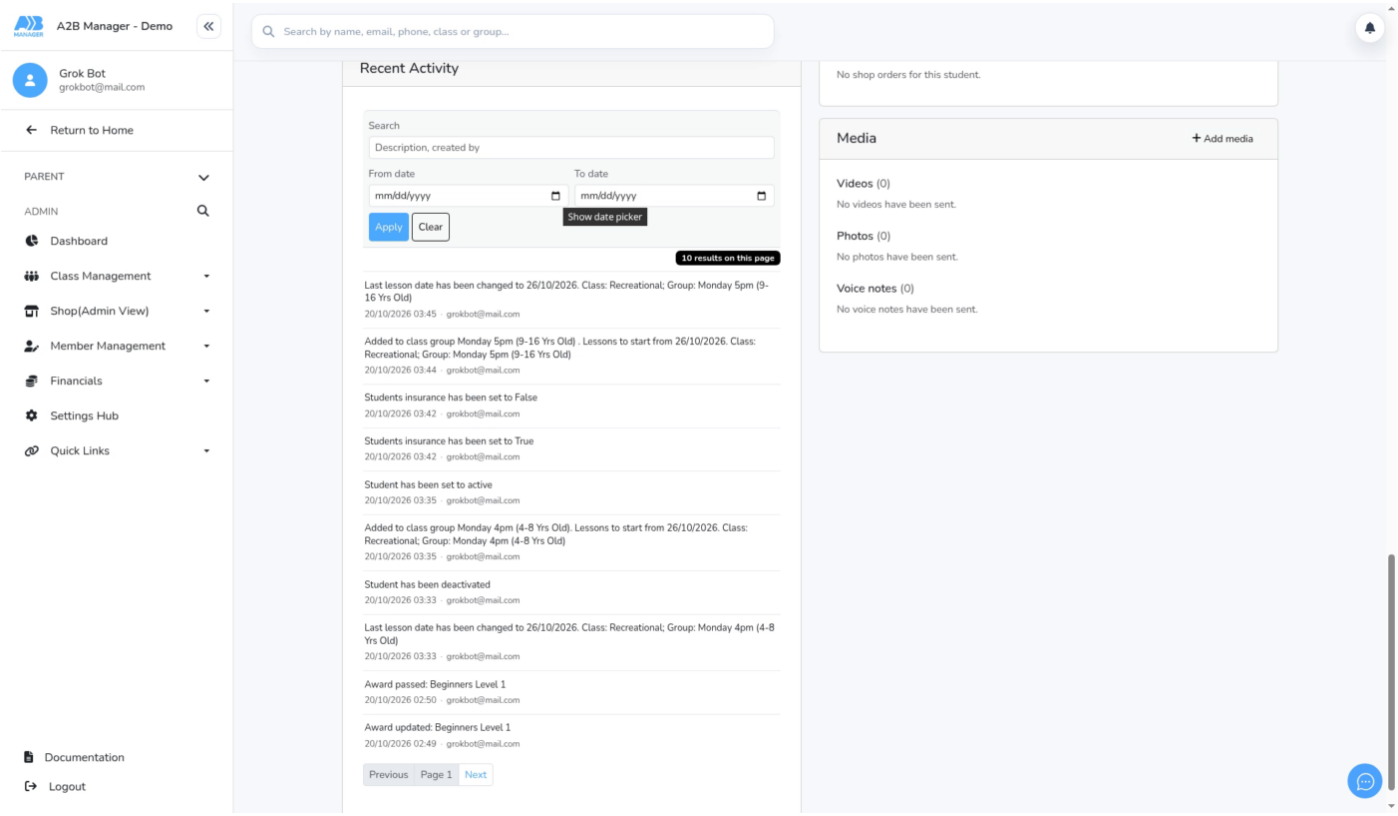
Video walkthrough: viewing recent account activity

See a history of changes made to a member, such as classes added or ended, status, insurance and awards, and who made each change.

Viewing activity

Step 1: Find Recent Activity (0:00)

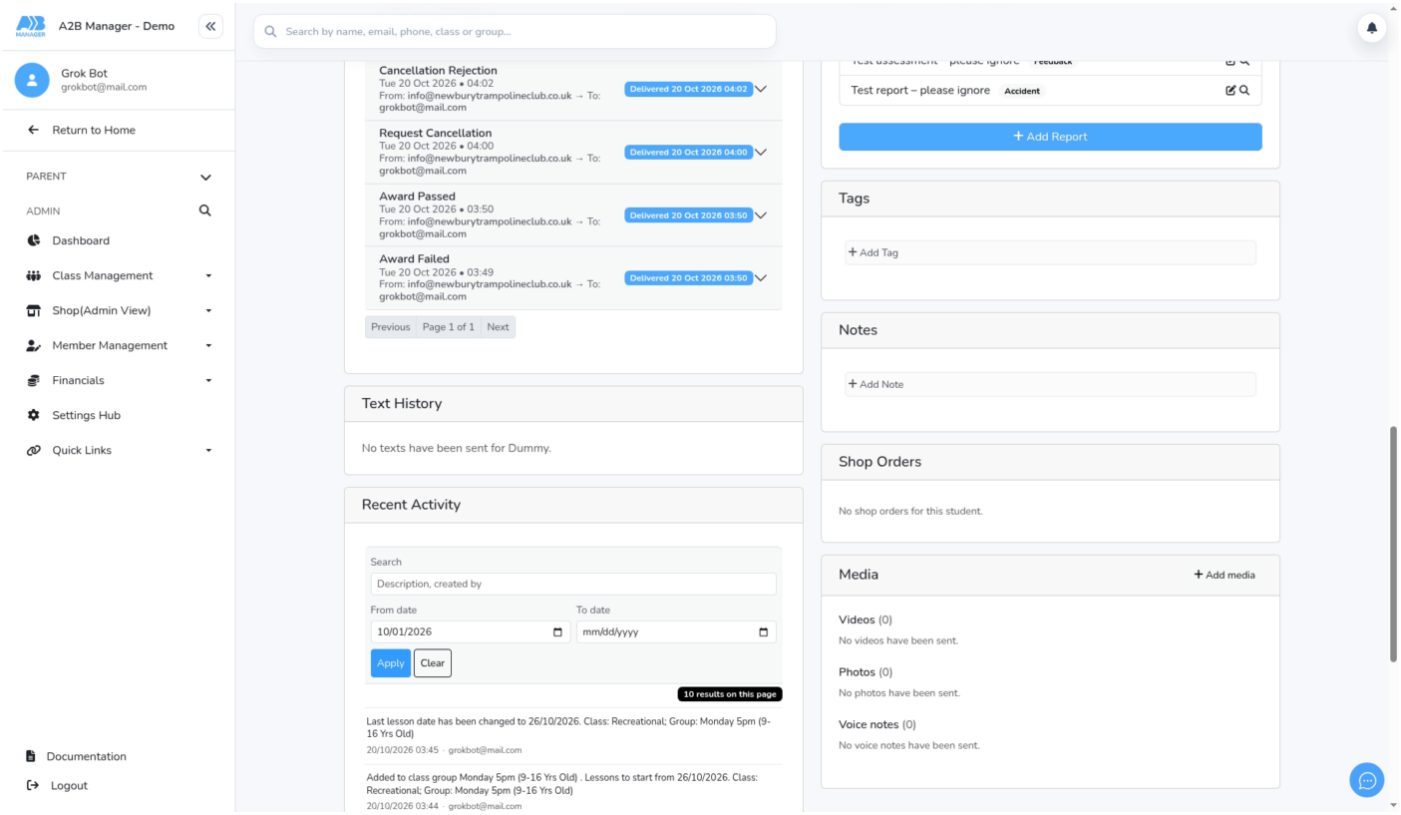
- Open the member's profile and scroll to the bottom to **Recent Activity**.
- Entries are newest first, ten per page. Each one shows what changed, when, and who did it.



Step 1: Recent Activity

Step 2: Search or filter by date (0:14)

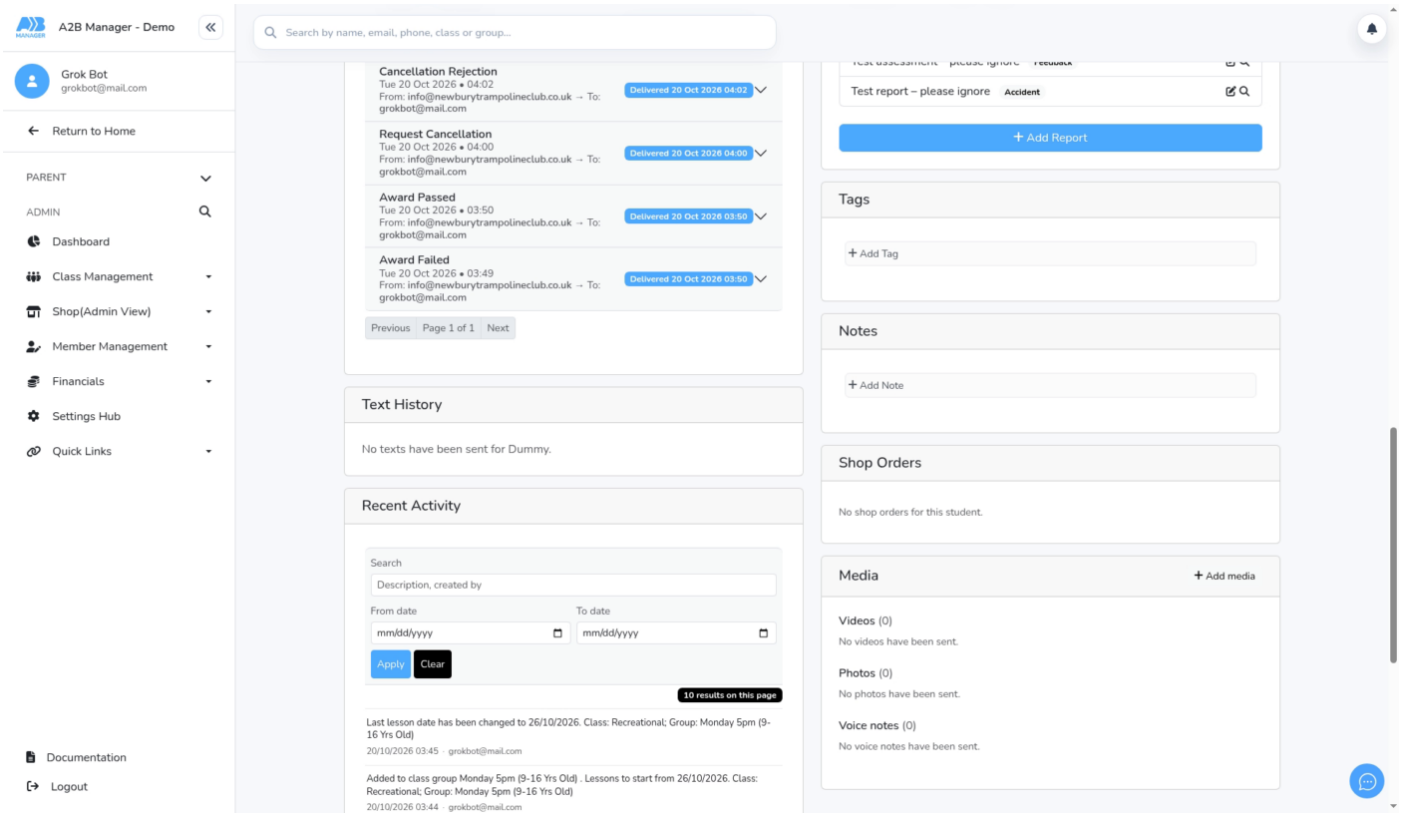
- **Search** matches the entry's description and the **created by** email address.
- Set a **From date** and/or **To date**, then click **Apply**.



Step 2: Filtering by date

Step 3: Clear the filters (0:36)

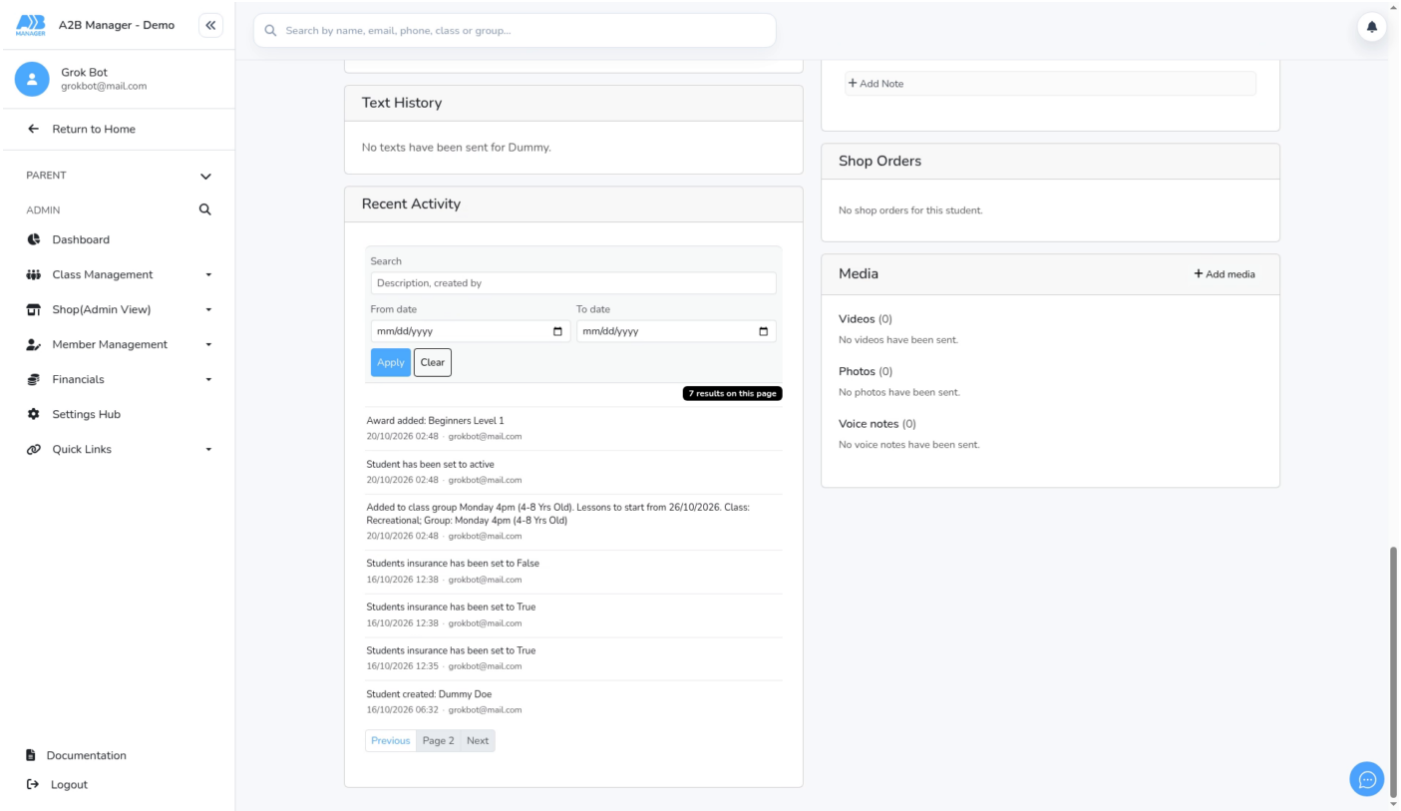
- Click **Clear** to remove the search and dates and show everything again.



Step 3: Clear

Step 4: See older activity (0:44)

- Use **Next** and **Previous** to page through older entries.



Step 4: Paging

What's recorded

- Recent Activity records changes to the member, for example: *Student created*, *Added to class group…*, *Last lesson date has been changed…*, *Student has been set to active* or *deactivated*, *Students insurance has been set to…*, and *Award added*, *updated* or *passed*.
- Reports, emails and cancellation requests aren't recorded here, so searching for words like *report* or *cancellation* finds nothing. Use the **Add Report** card and **Email History** on the profile for those. An accepted cancellation shows up as *Last lesson date has been changed*.

Download the PDF guide (optional)