Qualtrics – Panel Members

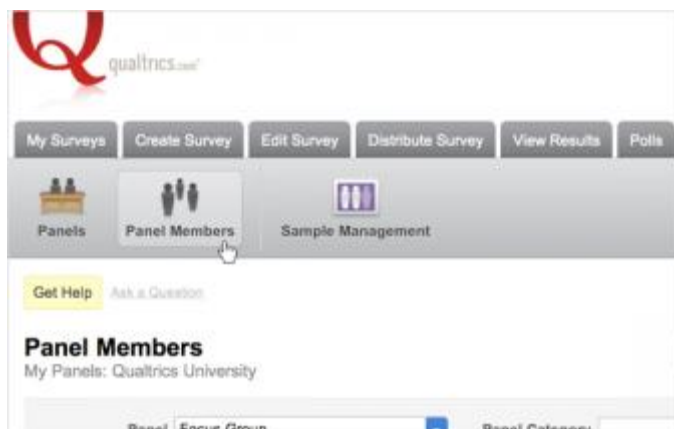**https://siue.qualtrics.com**

Go to the **Panel Members** page found in the **Panels** tab to view information for individual members of your panel. Here you can also edit each panel member's information and delete unwanted members.


The following information is available for each panel member:

- **Status:** Indicates whether the panelist is **Subscribed** (green light – eligible to receive mailings) or **Unsubscribed** (red light – not eligible to receive mailings). A panelist is unsubscribed if they have previously clicked the Opt-out link in a survey invitation email, or if you have manually unsubscribed them.
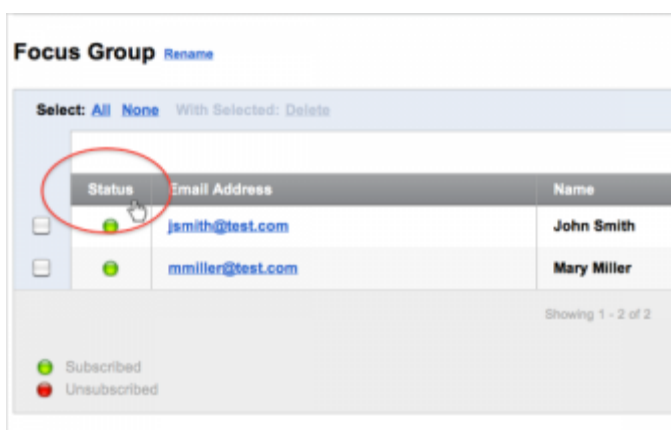

- **Email Address:** The participant's email address, which will be used for all mailings. Click on the email address to see details for that panelist.
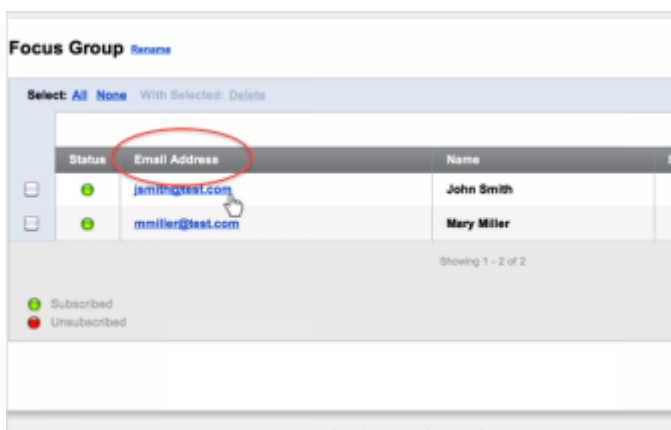
- **Name:** The participant's name as you have it stored in the panel.
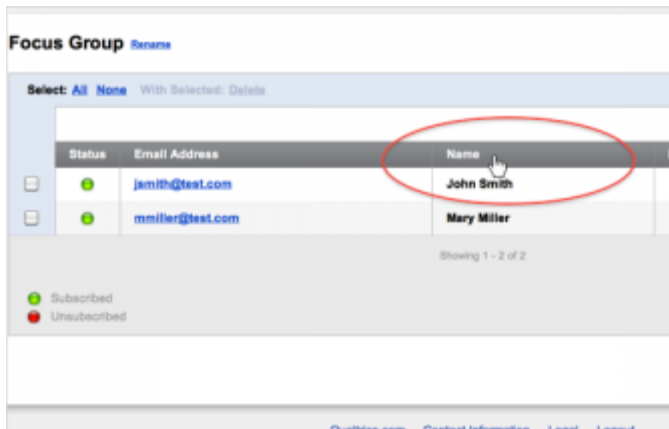
- **External Reference:** The data stored in the External Reference field, if you included that field in your panel.
- **Edit**: Click to see the details for the panelist. From here, you can change any of the panelist's information, or unsubscribe them from future mailings.
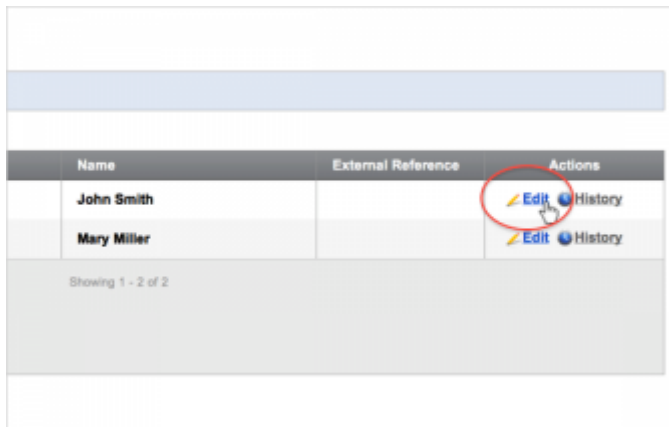
- **History:** See a list of the mailings the participant has received, as well as a list of the surveys they have taken.