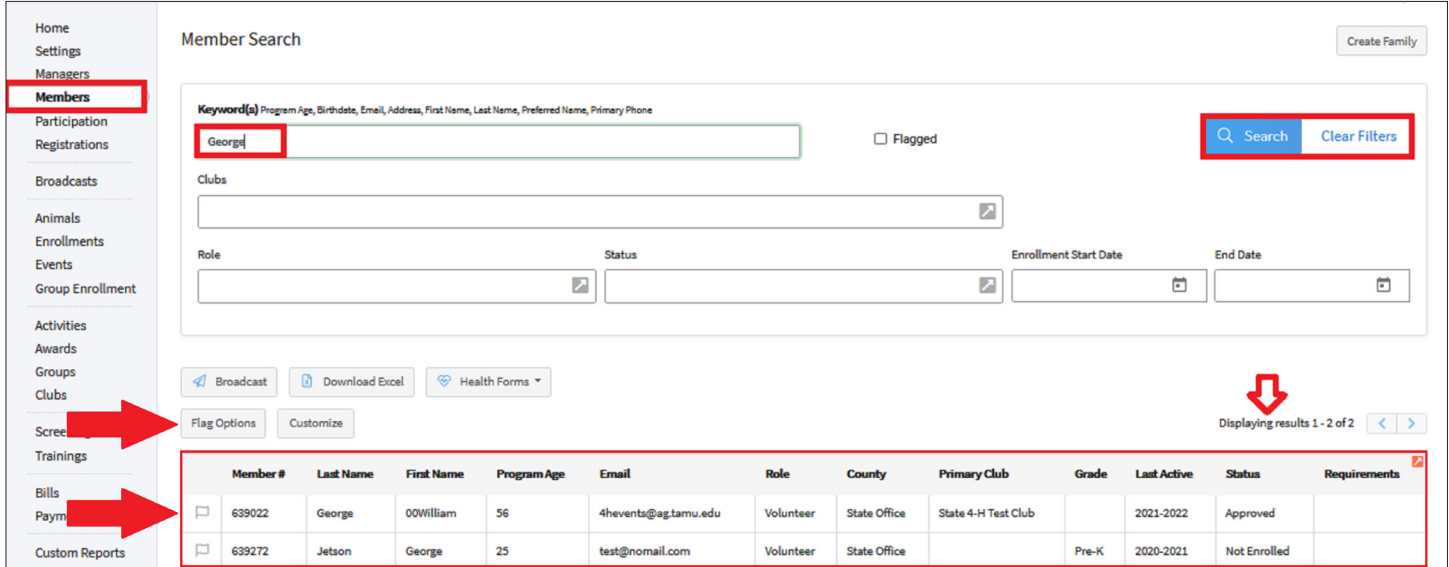


Member flags are used to designate certain members in search and reports.

- Click the Members link in the navigation pane on the left side of the screen.
- Click the Clear Filters link on the search screen.
- Type in a keyword or use the filter options.
- Click the blue Search button.



Member Search

Keyword(a) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone

Georgel  Flagged

Clubs

Role Status Enrollment Start Date End Date

Broadcast Download Excel Health Forms

Flag Options Customize

Displaying results 1 - 2 of 2

Member #	Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status	Requirements
<input type="checkbox"/> 639022	George	00William	56	4hevents@ag.tamu.edu	Volunteer	State Office	State 4-H Test Club		2021-2022	Approved	
<input type="checkbox"/> 639272	Jetson	George	25	test@nomain.com	Volunteer	State Office		Pre-K	2020-2021	Not Enrolled	

A list of members will be displayed at the bottom of the screen. Follow the instructions to either add flags or clear flags.

### ADD FLAGS

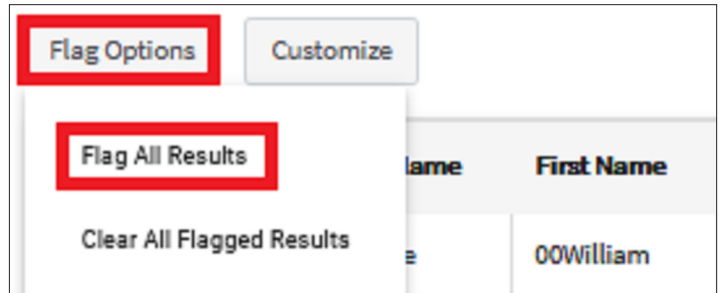
#### ONE MEMBER AT A TIME

Click the flag icon next to the member record. This will highlight the flag to let you know the record has been flagged.

Member #	Last Name	First Name
<input checked="" type="checkbox"/> 639022	George	00William
<input type="checkbox"/> 639272	Jetson	George

#### SELECT ALL

- Click the Flag Options button on top of the displayed results
- Click the Flag All Results option to flag all results displayed.



Flag Options Customize

Flag All Results

Clear All Flagged Results

### CLEAR FLAGS

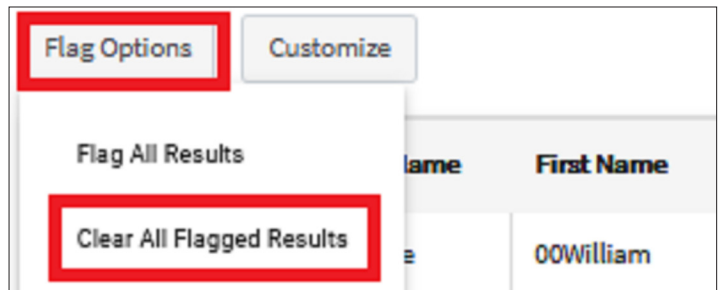
#### ONE MEMBER AT A TIME

Click the highlighted icon next to the member record. This will unhighlight the flag to let you know the flag has been removed.

Member #	Last Name	First Name
<input type="checkbox"/> 639022	George	00William
<input type="checkbox"/> 639272	Jetson	George

#### SELECT ALL

- Click the Flag Options button on top of displayed results
- Click the Clear All Flagged Results options to unflag all records.



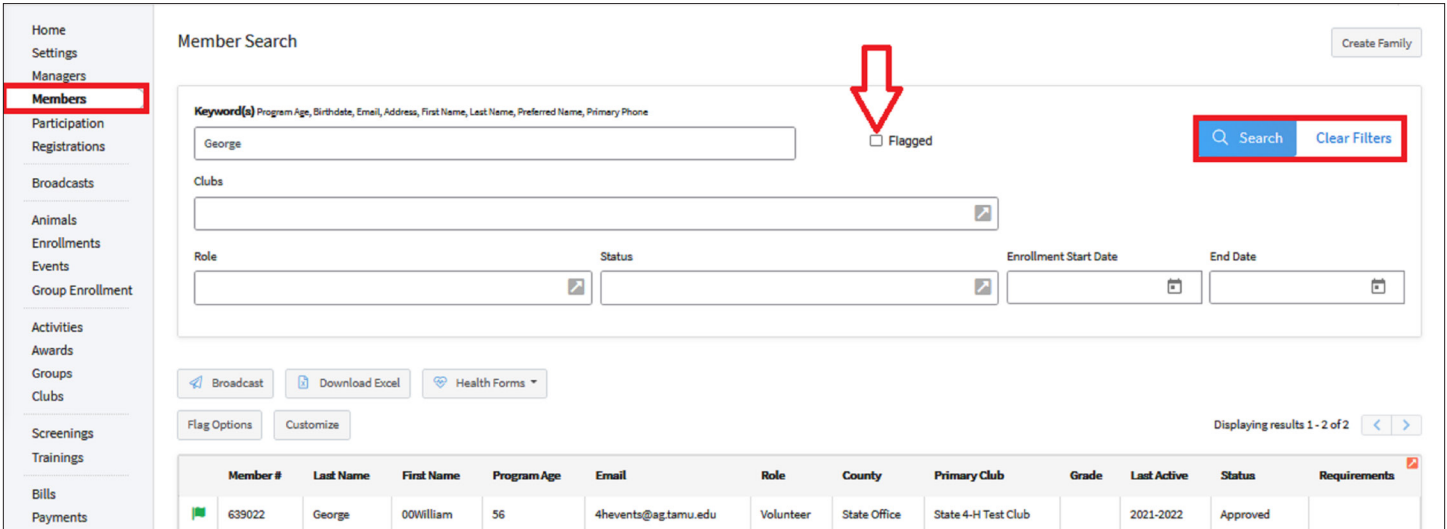
Flag Options Customize

Flag All Results

Clear All Flagged Results

### MEMBER FLAG OPTIONS: SEARCHING

- Click the Members link in the navigation pane on the left side of the screen.
- Click the Clear Filters link on the search screen.
- Click the Flagged checkbox that is located in the search area.
- Click the blue Search button. All of the flagged results will appear at the bottom.



Member Search

Keyword(s)   Flagged

Clubs

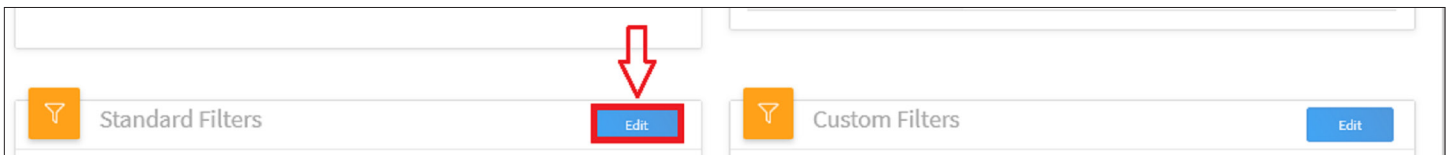
Role  Status  Enrollment Start Date  End Date

Displaying results 1 - 2 of 2

Member #	Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status	Requirements
639022	George	00William	56	4hevents@ag.tamu.edu	Volunteer	State Office	State 4-H Test Club		2021-2022	Approved	

### MEMBER FLAG OPTIONS: REPORTS

Click to add the Members Flagged checkbox in the Standard Filters screen to any custom report.



Standard Filters  Custom Filters



Edit Standard Report Filters

Include All Years

Enrollment

Membership Status

Enrollment

End Date

Member Flagged

**This will only report back the flagged members on events or enrollment reports.**