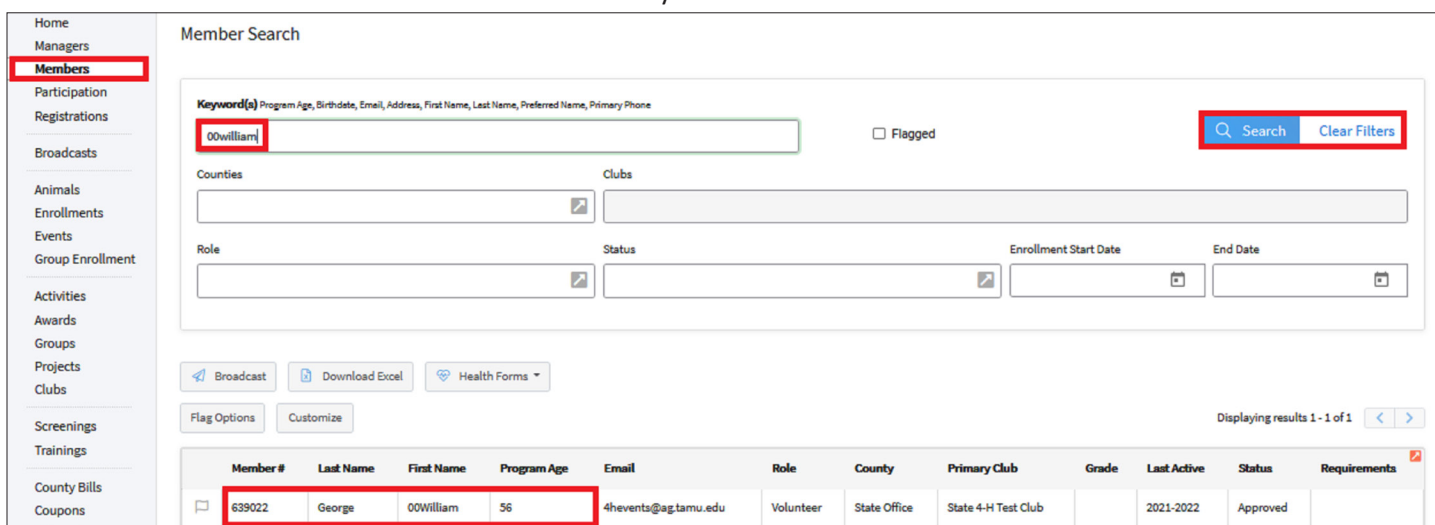


SEARCHING

Search for members, view the member status, check on requirements that are not yet met, view the enrollment information and access family and member profiles. The Members area looks at members across all program years.

- Click the Members link in the navigation pane on the left side of the screen.
- Click the Clear Filters link in the search area.
- Type in keywords or select club participation, role, status, enrollment dates and/or projects. The menus are multiple select menus, meaning you can choose more than one club, role and status in a single search request. Click in the field for the drop-down menu to appear to make your selections or leave blank. Tip: The less filters you put in the better.
- Click the blue Search button.
- The results will be displayed at the bottom of the screen. The click columns titles to sort the information as needed. Hover over the icon in the Requirements column to see which requirements are not yet met.
- Click the name of the person to navigate to that member's dashboard, family profile, enrollment, events, and other items in the Family account. This screen will display a member's last active information until they are enrolled for the current 4-H year. This may not be the current county, club, member type, etc. This information will be updated when the member enrollment has been started for the current year.



The screenshot shows the 'Member Search' interface. On the left is a navigation menu with 'Members' highlighted. The main search area includes a 'Keyword(s)' field with '00william' entered, a 'Flagged' checkbox, and 'Search' and 'Clear Filters' buttons. Below are dropdown menus for 'Countries', 'Clubs', 'Role', 'Status', 'Enrollment Start Date', and 'End Date'. There are also buttons for 'Broadcast', 'Download Excel', and 'Health Forms'. At the bottom, a table displays search results for one member.

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	

ADDITIONAL FUNCTIONS

Broadcast Emails	Communication can be sent through the system to members displayed in the results area. Click the Broadcast button to bring up the dialog box that will guide you through the process.
Download Excel	Click the Download Excel button to download the file. The columns available in the download are member ID, name, program age, grade, email, birthdate, role, county, club, last active enrollment year and status.
Health Forms	Click the Health Forms drop down menu to select the file type desired. The health forms can be downloaded in a pdf or excel format for the current 4-H program year. Both files will need the password that is made available on the popup window that appears after that file type is clicked. The PDF will contain all the questions with the answers and the Excel file will only show the answers the member typed in.
Flag Options	Member flags are used to designate certain members in search and reports.
Customize	Click the Customize button to turn off and on fields to be displayed on the screen. This only affects how the screen looks while this manager is logged in. It will not affect what is show in any downloadable files. Click the orange northeast facing arrow to allow the screen to be enlarged to include all fields if needed.



This close-up shows the 'Broadcast', 'Download Excel', and 'Health Forms' buttons, along with 'Flag Options' and 'Customize' buttons. Below them is a table header with columns: Member #, Last Name, First Name, Program Age, Email, Role, County, Primary Club, Grade, Last Active, Status, and Requirements.