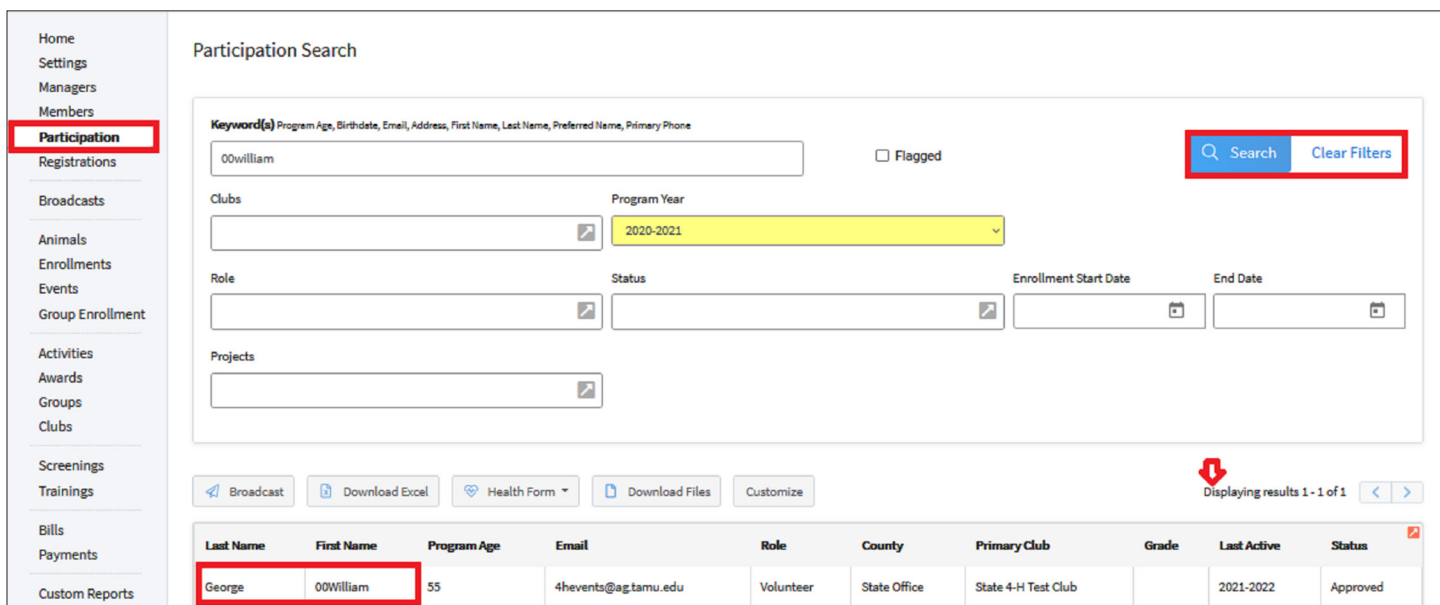


SEARCHING

The Participation screen allows managers to search for members based on the way they are participating.

- Click the Participation 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, status and project 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.
 - Click the name of the person to navigate to the member's profile to view it.



Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status
George	00William	55	4hevents@agtamu.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, status and date approved.
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.
Download Files	Texas does not currently have a need for these type of files. If this changes the instructions will be updated.
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.



Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status
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