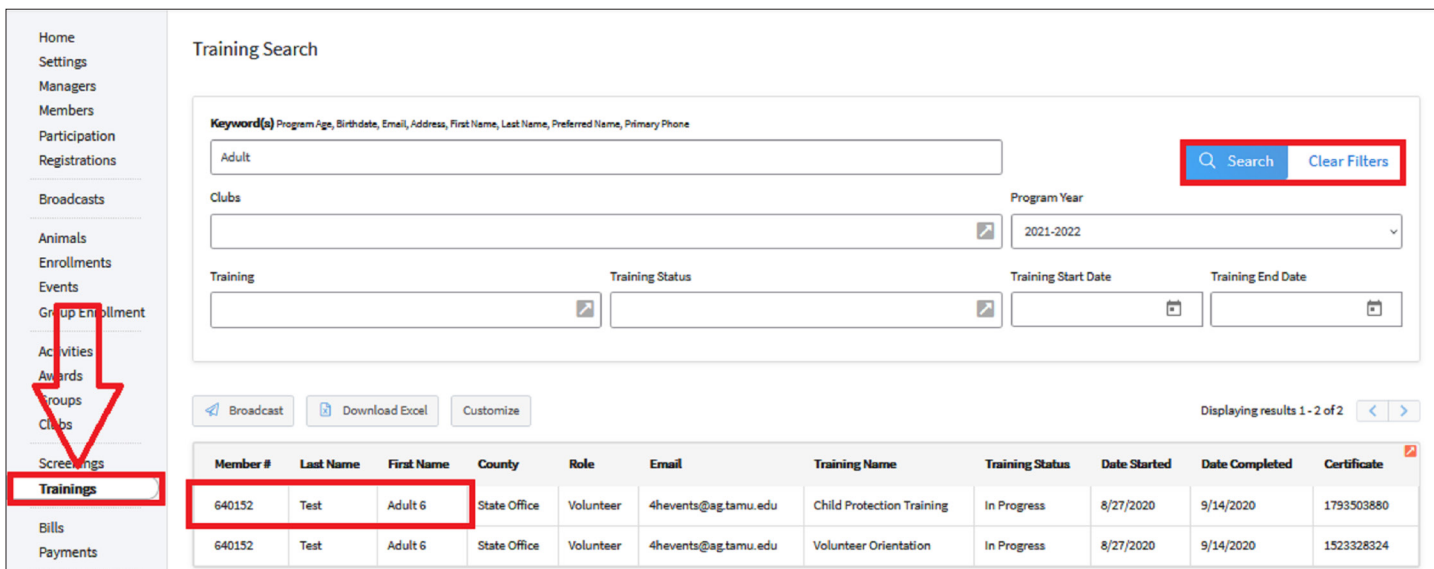


SEARCHING

The training screen allows managers to search adult member training statuses.

- Click the Trainings 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 clubs, program year, training title, training status, and training dates. Some of the menus are multiple select menus, meaning you can choose more than one club training title 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.
- Click the name of the person to navigate to the member's profile to view it.



The screenshot shows the 'Training Search' page. On the left is a navigation menu with 'Trainings' highlighted. The main area contains search filters: a 'Keyword(s)' field with 'Adult' entered, a 'Search' button, and a 'Clear Filters' button. Below are dropdowns for 'Clubs' and 'Program Year' (set to 2021-2022). There are also fields for 'Training', 'Training Status', 'Training Start Date', and 'Training End Date'. Below the filters are buttons for 'Broadcast', 'Download Excel', and 'Customize'. At the bottom, a table displays search results for two training sessions.

Member #	Last Name	First Name	County	Role	Email	Training Name	Training Status	Date Started	Date Completed	Certificate
640152	Test	Adult 6	State Office	Volunteer	4hevents@ag.tamu.edu	Child Protection Training	In Progress	8/27/2020	9/14/2020	1793503880
640152	Test	Adult 6	State Office	Volunteer	4hevents@ag.tamu.edu	Volunteer Orientation	In Progress	8/27/2020	9/14/2020	1523328324

- Click the Trainings link in the navigation pane on the left side of the screen. This screen will show more details on the trainings for this member.



The screenshot shows the 'Trainings' page for a member. It features a 'Record Training' button and a 'Register' button. Below these are two training entries: 'Child Protection Training (4-H Online) - In Progress required' with 1 lesson, and 'Volunteer Orientation (4-H Online) - Incomplete required' with 1 lesson. A note explains that 'required' trainings are necessary for enrollment completion.

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, enrollment county, role, training title, training status, date started, date completed and certificate number.
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 screenshot shows the bottom of the search results page, highlighting the 'Broadcast', 'Download Excel', and 'Customize' buttons. Below them is a table with columns for Member #, Last Name, First Name, County, Role, Email, Training Name, Training Status, Date Started, Date Completed, and Certificate.