

Participants & Rosters: Using Participant Search Function



On the main participant screen, you can use the search function to quickly find participants.

Below are the options for using the participant search function:

- Participant, Roster, Birthdate, Guardian & City are all fields that can be searched by typing a word or words.
Note that an exact match is required. We recommend you use the shortest string of characters as possible in order to broaden search results.
- Status can be filtered by the four available statuses (Active, Inactive, Incomplete, Pending).

Frank	Q	Roster	Q	Birthdate	Q	Guardian	Q	City	Q	Status	▼
Frank Anderson		Monday Attendees		04/02/1940						Active	