

Participation

The Participation section allows managers to search for members based on the way they are participating. This includes clubs, roles, status, projects and more.

Participation – Member Search

1. Managers may search for members based on keywords, club participation, Role, Status, enrollment dates and/or projects.
2. 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 and make your selections.
3. Click the Search button.
4. The results will be listed below the search boxes.
5. You may send a broadcast email to the search results if needed. (See the section on sending a Broadcast email.)
6. You may click the Download Excel button to get a list of the search results in an Excel file.

The screenshot shows a 'Member Search' form with the following fields:

- Keyword:** Program Age, Address, Birthdate, Email, First Name, Preferred Name, Primary Phone
- Clubs:** (Multiple select dropdown)
- Role:** (Multiple select dropdown)
- Status:** (Multiple select dropdown, currently showing 'Approved')
- Enrollment Start Date:** (Date picker)
- End Date:** (Date picker)
- Projects:** (Multiple select dropdown)

 Below the form are buttons for 'Broadcast' and 'Download Excel'. The results table shows:

Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status	Requirements
Brown	Charlie	15	schubaj@4online.com	Club Member	Kozi	East Greenock Community 4-H	2019-2020	Approved	
Carson	Michelle	41	Carson@4online.com	Volunteer	Kozi	Blueberry Patchers	2019-2020	Approved	