

Searching Attendee Records

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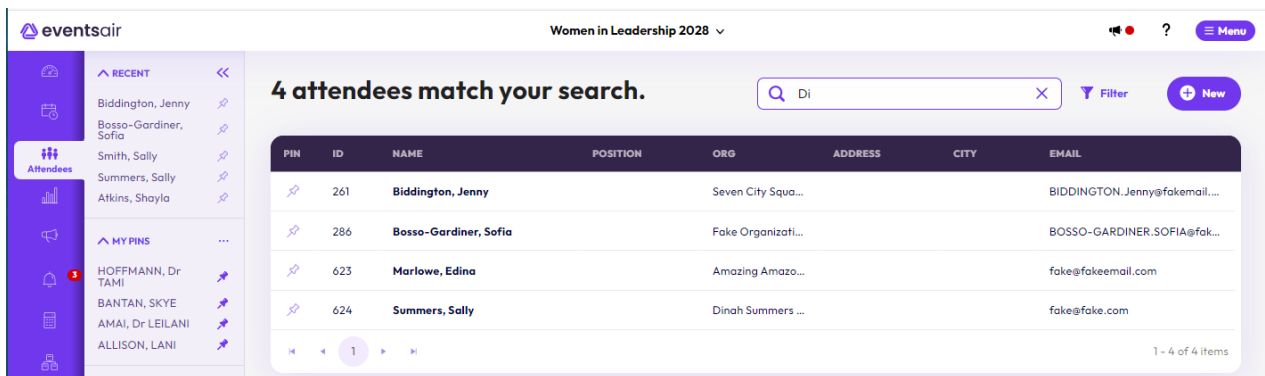
Selecting the **Search (magnifying glass)** in the Attendee Panel will bring up the Search panel.

In Version 16 upwards, the Attendees Panel opens in search by default.

After using the search panel to find particular attendees, you may also want to use other attendee management features such as pinning records. [Read more about other Attendee Panel features.](#)

You can search for a specific attendee or a group of attendees, for example by using "Quick Search" (when you know some detail about the attendee, such as their first name or even part of their name).

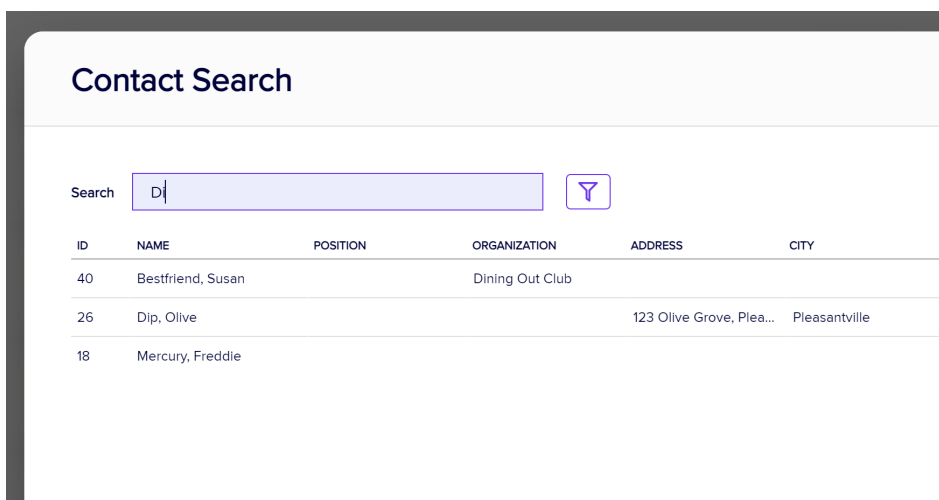
Quick Search lets you enter a full or partial attendee name or business name as your search term. In the example below, the letters "Di" bring up attendees with "di" in their **first name, last name OR organization name**.



The screenshot shows the EventsAir interface for the event "Women in Leadership 2028". The search bar contains "Di" and shows "4 attendees match your search." The results table is as follows:

PIN	ID	NAME	POSITION	ORG	ADDRESS	CITY	EMAIL
261		Biddington, Jenny		Seven City Squa...			BIDDINGTON.Jenny@fakeemail...
286		Bosso-Gardiner, Sofia		Fake Organizati...			BOSSO-GARDINER.SOFIA@fak...
623		Marlowe, Edina		Amazing Amazo...			fake@fakeemail.com
624		Summers, Sally		Dinah Summers ...			fake@fake.com

The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.



The screenshot shows an older version of the EventsAir interface with a "Contact Search" panel. The search bar contains "Di" and shows a filter icon. The results table is as follows:

ID	NAME	POSITION	ORGANIZATION	ADDRESS	CITY
40	Bestfriend, Susan		Dining Out Club		
26	Dip, Olive			123 Olive Grove, Plea...	Pleasantville
18	Mercury, Freddie				

You can also enter no values and just scroll through names, which are by default listed alphabetically by surname:

The screenshot shows the EventsAir interface for a 'Cyber Education International - 15th Annual Summit'. The main content area displays a table of 63 attendees. The table has the following columns: PIN, ID, NAME, POSITION, ORG, ADDRESS, CITY, and EMAIL. The attendees are listed alphabetically by surname. The first few rows are:

PIN	ID	NAME	POSITION	ORG	ADDRESS	CITY	EMAIL
46		Anderson, Katherine			37 Miller st, Que...	Queensland	KatherineAnderson@test.com
58		Anderson, Sall					s.anderson@nutta.com
57		Anderson, Dr Robert					r.anderson@nutta.com
7		Anderson, Alexander			15 Taylor st, Que...	Queensland	AlexanderAnderson@test.com
39		Attendee, Jim			53 Straight Rd, ...	Queensland	JimAttendee@test.com
61		Bebop, Alula		Backup Vocalist...			
8		Bob, Billy			Test Line, Quee...	Queensland	d.moreno@eventsair.com
22		Brown, Janet			97 Brown st, Qu...	Queensland	JanetBrown@test.com
16		Brown, Barbara			22 Davis st, Que...	Queensland	BarbaraBrown@test.com

The interface also includes a search bar, a filter icon, and a 'New' button. The table is paginated, showing '1 - 50 of 63 items'.

The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.

The screenshot shows the 'Contact Search' interface. It features a search bar and a filter icon. The table has the following columns: ID, NAME, POSITION, ORGANIZATION, ADDRESS, CITY, STATE, COUNTRY, and PHONE. The table is paginated, showing '1 - 50 of 53 items'. The first few rows are:

ID	NAME	POSITION	ORGANIZATION	ADDRESS	CITY	STATE	COUNTRY	PHONE
15	Absher, Mr. Joseph	Superintendent	Alawa School District	8 Jerry Dove Drive, Darwin, ...	Darwin	NT	Australia	
6	Addison, Ms. Annie	President	Southern California School District	1934 Felosa Drive, San Ang...	San Angelo	TX	United States	
8	Anderson, Mr. Brian	Head of School	Great Plains School District	3832 Western Line Road, C...	Copper Cre...	TX	United States	
14	Aquino, Mr. George	Lead Educator	Ludmilla School District	43 Webster Street, Darwin, ...	Darwin	NT	Australia	
53	Blackwell, Mike		Henderson Education Systems					
1	Bowman, Mrs. Vicki	Education Manager	Resolute Country School District	273 White River Way, West ...	West Valley ...	UT	United States	
5	Collins, Mr. Johnny	Director	North Dakota School District	4 Oakwood Circle, Irvine, C...	Irvine	CA	United States	
10	Davis, Mr. Robert	Director	Antitum School District	70 York Avenue, Oxford, Un...	Oxford		United King...	

The interface also includes a search bar, a filter icon, and 'Clear' and 'Search' buttons. The table is paginated, showing '1 - 50 of 53 items'.

Another option is to select the top of a column (such as ID number) to put all the attendees in ID number order.

Using the >| symbol under the search will take you to the last item on the list. (So, if you've put all your attendees in ID

number order, the last ones on the list are those who were added most recently.)

Filtered Search

You can also filter more specifically: for example, you may want to see everyone from Algeria, a list of attendees who are registered as speakers, or only people who meet **both** those criteria. With Filtered Search, you can enter full or partial search criteria in any module of the attendee record.

The screenshot shows a 'Filter' interface for a 'Contact' record. On the left is a dark sidebar with a 'Filter' menu containing various categories: Contact, Notes, Marketing, Registrations, Agenda, Functions, Accommodation, Travel, Presentations, Exhibition, Sponsorship, and Financial. The main content area is titled 'Contact' and has two tabs: 'Details' (selected) and 'Access Control'. Below the tabs are input fields for various contact information: ID, First Name, Last Name, Organization, Position, Street, City, State, Country, and Zip/Post. At the bottom of the main area are five buttons: 'Save', 'Load', 'Clear', 'Cancel', and 'Apply'.

There are many ways to use a Filtered Search. Some examples include:

- Search for all attendees who registered with Early Registration
- Search for all attendees who have a special dietary request
- Search for all speakers who have NOT submitted their final papers
- Search for all attendees who have reserved a King Room at a specific hotel on a specific date
- Search for attendees who HAVE or HAVE NOT checked in to your event
- Search for attendees who have a balance due on their account
- Search for members of a specific attendee group

Saving Searches

In addition to creating powerful searches, you can save searches and re-use them at a later time. Creating a Saved Search is easy to do:

1. Created your filtered search
2. Select the Save Button
3. Give your Filter Rule Set a name
4. Select Save

Tip: Saving a search here saves the *search filter criteria*, not the *search results*. When you Load and re-run a Saved Search, it will re-run against your *current* data, and so will also show you any people (matching those criteria) that have since been added to the database.

For example, if you create a Saved Search to find Accompanying Person registrations, and then Load and re-run that same Saved Search next week, it will also show all matching registrations that have been entered in the meantime.

Note: this is different from the **Save as Data Snapshot** button (found in Reporting and Express Actions), which will save the *search result* (the list of Attendees) that matched the query criteria *at the time the query was first run*. You can review this result at any time, and it will not change, which is useful in this case for tracking exactly which Attendees matched your selection at a particular point in time.

Loading Saved Search

Select Load and then the saved Filter Rule Set you wish to use.

Searching for Contacts in a linked Contact Store

If your event is linked to a Contact Store, you can easily find people in the Contact Store, and add them to your local event.

Select which event you are searching (the Contact Store, or the local event) from the drop-down list in the bottom left of this screen. (Only visible if you have linked this event to a Contact Store in [Event Setup](#).)
