

# Searching Attendee Records

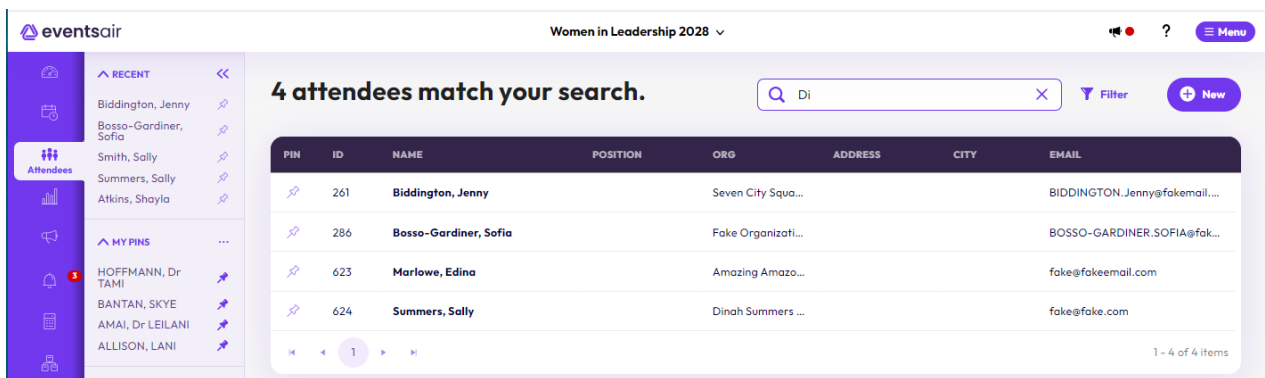
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The Attendees Panel opens in search by default.

[Read more about other Attendees Panel features.](#)

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

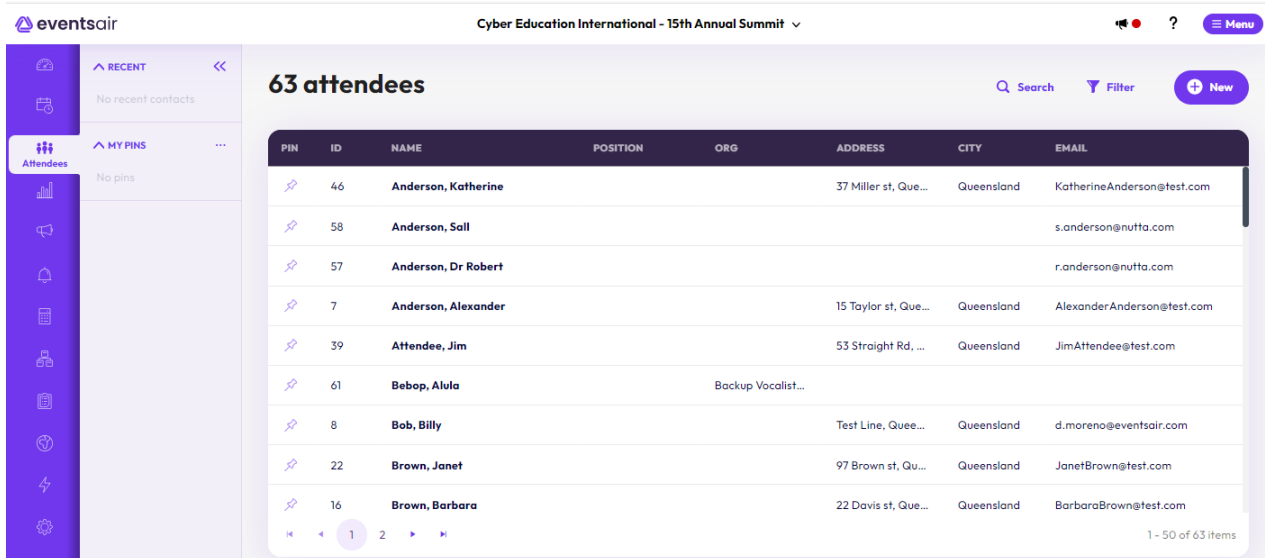
Search lets you enter a full or partial attendee name or business name as your search term. In the example below, the letters "Di" bring up attendees with "di" in their first name, last name OR organization name.



The screenshot shows the Eventsair interface for the event "Women in Leadership 2028". The search bar contains "Di", and the results show 4 attendees. The table below is a representation of the data shown in the screenshot.

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

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 the event "Cyber Education International - 15th Annual Summit". The search bar is empty, and the results show 63 attendees. The table below is a representation of the data shown in the screenshot.

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

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 user interface for filtering contact records. On the left is a dark sidebar with a 'Filter' menu containing various categories. The main content area is titled 'Contact' and has two tabs: 'Details' (selected) and 'Access Control'. Under the 'Details' tab, there is a form with several input fields: ID, First Name, Last Name (with a 'to' separator), Organization (with a 'to' separator), Position, Street, City, State, Country, and Zip/Post. At the bottom of the form are buttons for '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](#).)

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