

How do I exclude/filter out certain groups of people?

Last Modified on 11/25/2024 2:33 am EST

When you filter for attendee records, sometimes you want to **exclude** a certain group — for example, if you want to exclude attendees with a particular registration type (for example).

You can do this by applying the filter with the ‘not allowed’ symbol



selected, so it turns red.



This indicates you want that group excluded from the results.

The example below will exclude anyone with an Early Registration on their contact record.

Filter	Registrations
Contact	Details
Notes	Registration Group: Select Registration Group (⊘)
Marketing	Registration Type: Early Registration (⊘)
Registrations	Payment Status: Select Payment Status (⊘)
Agenda	Date Registered: DD/MM/YYYY to DD/MM/YYYY (⊘)
Functions	Discount Code: Select Discount Code (⊘)
Accommodation	Comment
Travel	Blank Fields: Select a blank field
Presentations	Buttons: Save, Load, Clear, Cancel, Apply

If you need to apply the same filter (or set of filters) frequently:

1. Set the filter(s) you want (whether they're inclusion or exclusion filters)
2. Use the Save button on the bottom left, and give your new filter a name.
3. Do this before you apply the filter.
4. Next time you want to run the same filter, you can use the Load button to recreate it.



The bespoke 'filter' you save can actually include multiple filters. These may be from within the same module (for example, registration type AND date; it can also include filters from different modules – for example filters set for

Registrations AND Agenda. details.
