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

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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

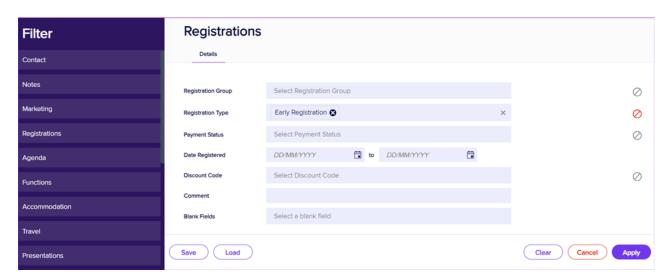


selected, so it turns red.



This indicates you want that group excluded from the results.

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



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