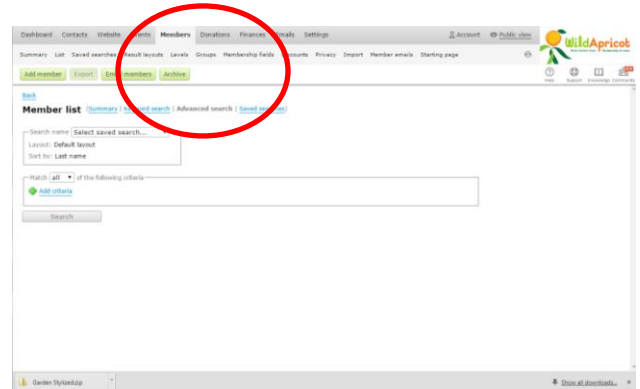
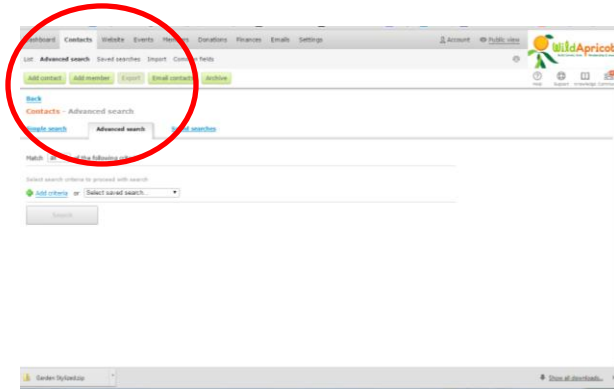


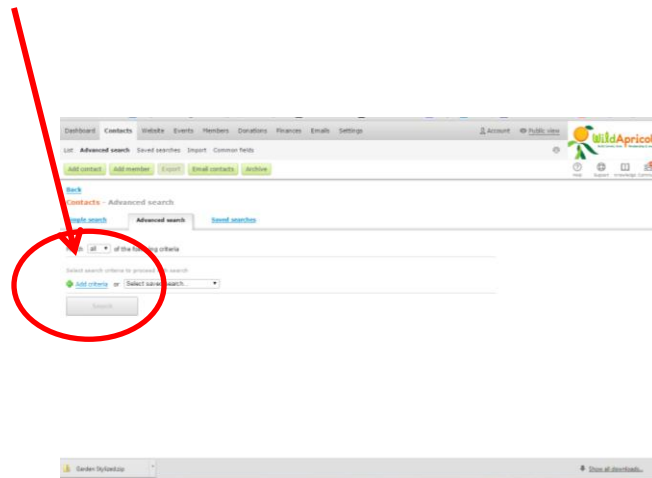
You have to have been granted administrative access to utilize these tools. If you're not an administrator, these are not the right instructions for you.

### How to create custom searches in the administrative screens.

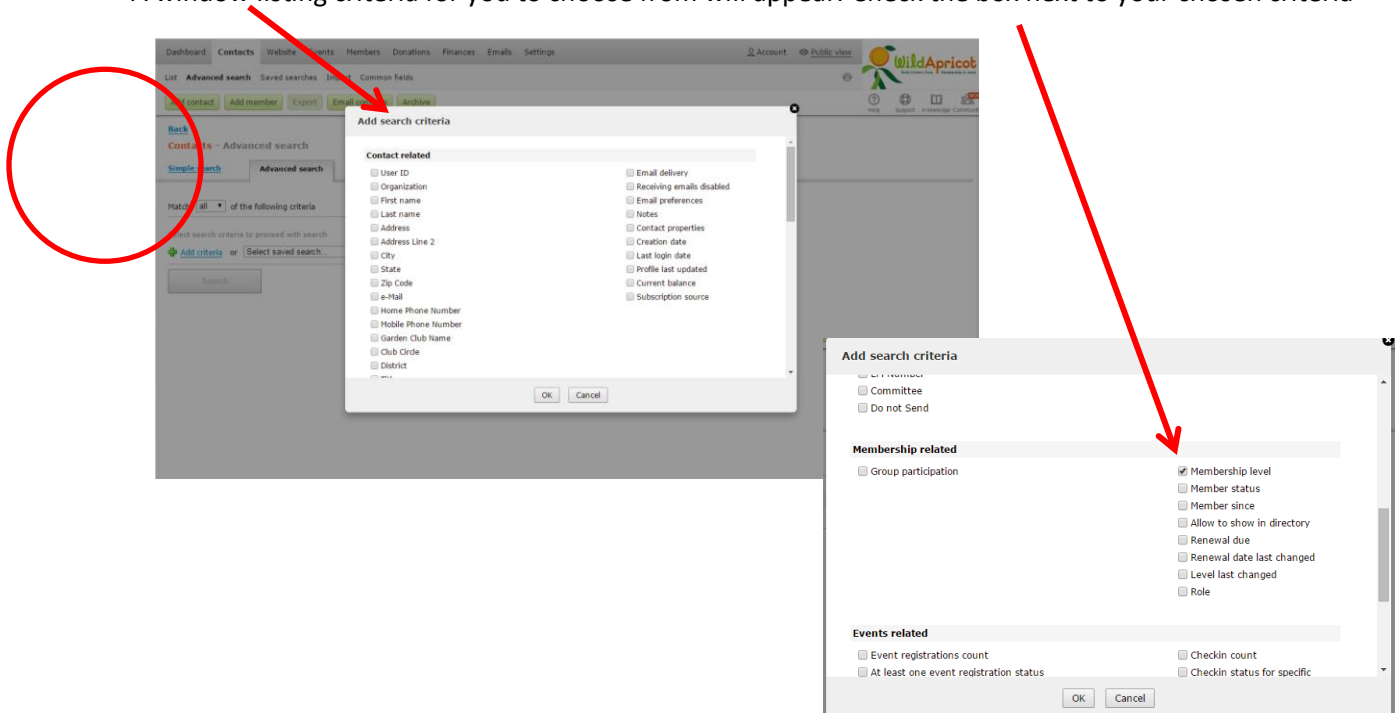


1. Go to the **Contacts** OR the **Members** tab in the administrative screen. Either area will allow you to create a custom/advanced search and you'll do so in the same way on either tab as well. Export options are slightly different in each tab. Only with use/experience will you be able to determine which you prefer.

2. Click on **Add Criteria**.



A window listing criteria for you to choose from will appear. Check the box next to your chosen criteria



3. For this search example Garden Club Name and Membership Level have been chosen. Next, further define your criteria. Tell the program if you want to match any of the criteria or all of it. Any will result in the display of any member of the specified club and any life members. Choosing all will result in the display of only members of the Jacksonville Garden Club who are also Life members. Hit Search when your through adding and defining criteria.

