

1. Log into 4-H CONNECT.
2. Click the [Enrollment] tab.
3. Click the [Search] icon.
4. Click on the tab for the search to perform. See options below:

- **Members/Volunteers Tab** - Search for an individual person. The searches options include the person's club name, role, status and gender. Type in the keywords for this search.

- **Families Tab** - Search for family's last name or email address. This area is used to find a family that has not added an adult or youth profile. Also, this area is used to find an email address that is giving an error on login to a user. Type in the keywords for this search.

- **Projects** - Search for members in a certain project.

- **Activities** - Search for members in a certain activity.

- **Awards** - Search for members in a certain award.

- **Groups** - Search for members in a certain group.

- **Training** - Search for trainings by member or training title.

5. Click [Search] to view the records. The results will appear below the blue search screen area.

**Tip: Clear all filters to broaden a search.**