

◆ **New and Return Members only:**

1. Choose **File|Member Query**, then choose **File|Filter**.
2. Highlight **Category** on the left, and enter (by value) “**m**” on the right.
3. Highlight **Status** on the left and enter “**N or R**” on the right. (No quotation marks).

4. Click on the **View Summary** button, and see if your Search Summary looks like the one below. If it does, click **OK** and **OK**. If not, click **OK** and go back to make changes.
5. When you have it right, and are back on the Member Query screen, scroll through your records to assure yourself that only New and Return Members are listed on the screen.

Field	Search Type	Value
Category	Partial Match at Beginning	m
Status	Partial Match at Beginning	n or r

Note: upper/lower case generally doesn't matter, you can use either.

◆ **All Leader Types (new & return only):**

1. Category = **a or p or g or r**
2. Status = **N or R**

◆ **Inactives (members & leaders only):**

1. Category = **a or p or g or r or m**
2. Status = **I**

◆ **Terminated members**

1. Category = **m**
2. Status = **T**

◆ **High School Girls**

1. Gender = **f**
2. Grade (by range) Starting Range = **9**, Ending Range = **12**

◆ **Anyone who has an email address**

1. Email = @
2. “Search type” **must** be set to “Partial Match Anywhere”.

◆ **Combining filters**

You can use as many conditions in your filter as you want—I listed some simple ones above, that take only 1 or 2 conditions. Below is an example of combining some of those:

◆ **High school girls who have re-enrolled, and who have email addresses:**

1. Email = @ (“Search type” **must** be set to “Partial Match Anywhere”.)
2. Gender = **f**
3. Grade (by range) Starting Range = **9**, Ending Range = **12**
4. Category = **m**
5. Status = **N or R**