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When you need to find a specific registered attendee  
by name, use the **Attendee Lookup tool**.

**You can find the Attendee Lookup tool on the  
[Events System Maintenance Page](#).**

**Attendee Lookup allows you to search for a  
specific user using a variety of fields:**

**First Name**

**Search by first name**

**Last Name**

**Search by last name**

**Phone Number**

**Search by attendee's phone number (can  
produce multiple results)**

**Library Card Number**

**Search by Library Card number**

The result of this search will be the **Attendee Lookup Report**.

This report shows all the attendees who fit the criteria of the search.

[The report can be exported to a CSV file](#).

Online URL: <https://kb.demcosoftware.com/article.php?id=29>