

Article Number: 29 | Rating: Unrated | Last Updated:
Mon, Nov 26, 2012 at 1:04 PM

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>