

# How To Look Up An Event

Ver. 1.1

3/5/2019

1. Log in to Advance.
2. Click on the Binoculars (Lookup Tool.)

**ADVANCE** Clear Local Storage (TMS) | Purge Cache **Chris Farris** [Logoff]

Home x

Home

▶ Annual Fund  
▶ Gift & Bio  
Alerts/Messages  
Change Password

**Home** Actions

You are logged on as **Mr. Christopher Farris** on the **ADVTRAIN** database. Welcome to Advance. Today is Monday, February 04, 2019.

**Tasks (50402)** Actions Help

|     | Scheduled  | Name                     | Task              | Status    |
|-----|------------|--------------------------|-------------------|-----------|
| ... | 10/18/2018 | [REDACTED] Jr. & Ltd Co. | Solicitation Plan | Cancelled |

**Undergraduate Giving Statistics (100516)** Actions Help

|  | Last Fiscal Year | This Fiscal Year |
|--|------------------|------------------|
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3. Click the **Choose a template (optional)** drop-down box.
4. Choose **Event**.

The screenshot displays the 'Lookups' interface. On the left is a sidebar with categories like 'Biographic', 'Event', 'Gift', etc. The main area is titled 'Lookups' and contains a list of instructions: '1. Choose a template (optional)', '2. Select results format\*', '3. Select output type\*', '4. Select additional criteria from page', and '5. Enter criteria below and click Search'. Below these instructions are sections for 'ID Lookup (70037)' and 'Entity Lookup (70036)'. The 'Entity Lookup (70036)' section is active, showing a dropdown menu for 'Choose a template (optional)' with 'Event' selected. Other dropdowns for 'Name Type', 'Record Status', 'Primary Record Type', 'School', 'Class', and 'Solicit Cntrl' are also visible, each with an 'Equal' dropdown and a text input field. A 'Search' button is located on the right side of the interface.

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5. This will bring up the Event Lookup template.
6. Here are a few key search boxes. (Feel free to use any search boxes necessary.)

**Lookups** Actions

1. Choose a template (optional)

2. Select results format\*

3. Select output type\*

4. Select additional criteria from page tree (optional)

5. Enter criteria below and click Search

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**Event (72020)** Help

**Event Name**

**Event ID**

**Active**

**Type**

**Status**

**Start**

**Stop**

**Stage**

**Content**

**Purpose**

**Venue Code**

**Venue**

**Code**

**Street**

**Foreign**

**City**

**Country**

**ZIP Code**

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**Organizer (72018)** Help

**Organization**

**Contact**

**Note**

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- A. **Event Name** - Search by event name. Currently set to **Begins with**  . You can easily change to **Contains**, etc. to improve your search.
- B. **Event ID** - Advance assigns a unique ID to every event. Use the Advance Event ID to go directly to your event.
- C. **Start/Stop** - Use the Start and Stop fields if you are looking for an event that occurred during a certain time period.
- D. **Venue** - Use the venue block to search for events by the venue in which they were held.
- E. **The Address Blocks** - Use to search for Events by the address where they were held.  
(i.e. the venue's address.)
- F. **Contact** - Search by the Event's creator.

**NOTE: USE MULTIPLE OF THE BLOCKS ABOVE TO NARROW YOUR SEARCH.**