How To Look Up An Event

Ver. 1.1

3/5/2019

1. Log in to Advance.

2. Click on the Binoculars (Lookup Tool.)

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3. Click the **Choose a template (optional)** drop-down box.

4. Choose **Event**.

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.)

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A. **Event Name** – Search by event name. Currently set to **Begins with** `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

help.

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.