



How To – Search For Children

1. From “Home” Select the **Family Tasks** tab.
2. Scroll to the bottom of the page.
3. Hover over the **Search Children** box.
4. Click the **Search Children** link.
5. Fill in the search criteria you are looking for, the more criteria you fill in the fewer results you will get. The maximum number of results is 200.
6. Once you have filled in the criteria, click the **Search** button.
7. The results will be loaded below the criteria.

From here you can:

- Navigate to the children’s pages
- Add the children to your favorites, so you can find them easier later
- Recommend the children to your families
- Add private notes about the children
- Submit on the children for your families