



How To – Search For Families

General Search:

1. From “Home” click the **Child Tasks** tab
2. Scroll to the bottom of the page
3. Hover over the “Families” box
4. Click Search Families
5. Fill out the search criteria
6. The limit of the search is 200 results.
7. Fill out more criteria to show fewer results.
8. Click the **Search** button
9. Wait for results, scroll down once the loading screen ends.

Lookup specific family:

1. From “Home” Click the **Child Tasks** tab
2. Scroll to the bottom
3. Hover over the “Families” box
4. Click the **Look Up Specific Family** link
5. Select whether you want to search by name or email
6. Enter either a partial name or email for the family in the search box (Depending on what you selected in step 5)

7. Click the **Find** button.