



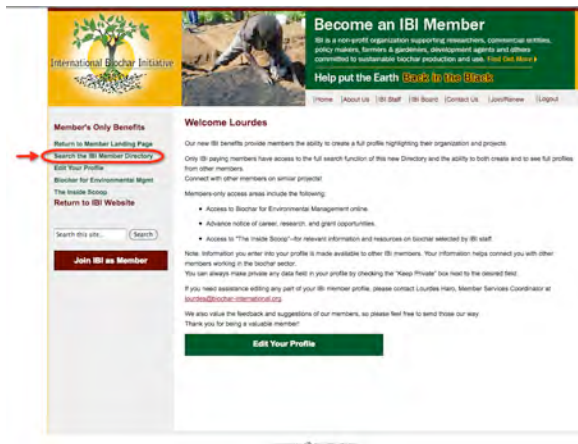
## Using the Advanced Search Function

IBI dues-paying members have the ability to both *create* and *see* full profiles in the IBI Member Directory.

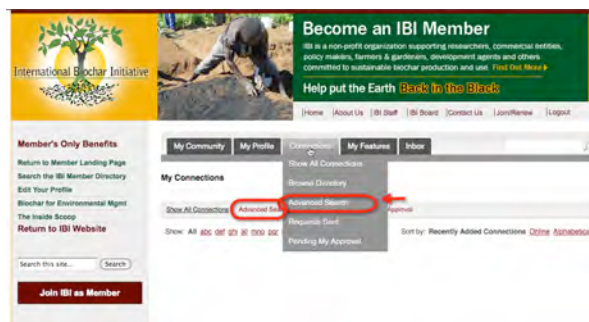
Your information helps connect you with other members working in the biochar community. Make the most out of this benefit by keeping your profile information current. The following step-by-step instructions indicate how to use the **Advanced Search** function.

There are multiple ways to search the IBI Member Directory. Use any of these options to access and display the **Advanced Search** page:

- From the member landing page, you can click on **“Search the IBI Member Directory”** from the **“Member’s Only Benefits”** left menu bar.
- Within your profile page, you can type a keyword in the upper right search window. Click on the magnifying glass icon.



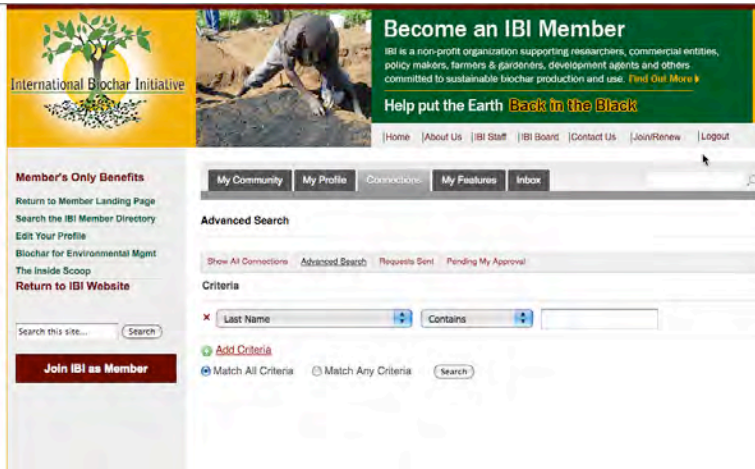
- Or you can click on **“Advanced Search”** that appears on the **Connections** page and submenu.



# Using the Advanced Search Function



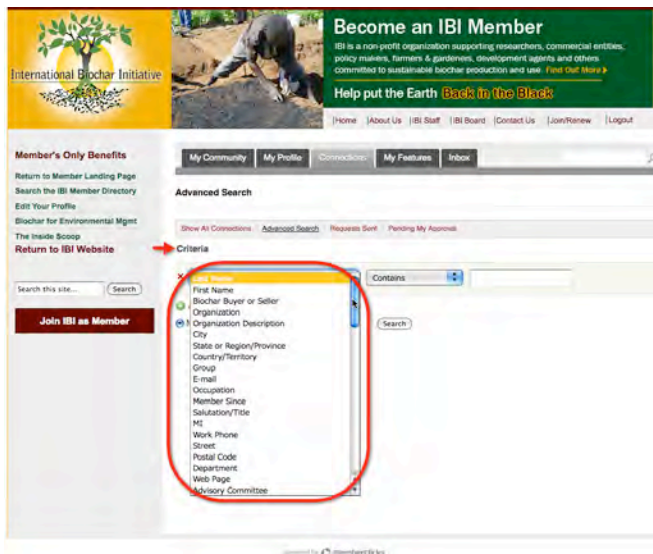
Any of these options will open and display the **Advanced Search** page.



With the Advanced Search page open, you can search one or multiple criteria.

## Example 1: Search by member name (one criteria).

1. Select the criteria from the pre-set drop down list. These criteria represent established fields of information for all member profiles.



Log into the IBI Member Directory at <https://ibi.memberclicks.net/login>

## Using the Advanced Search Function



2. Enter the keyword to match in the keyword window:

The screenshot shows the IBI Member Directory website. At the top, there is a banner for 'Become an IBI Member' with a tree logo and a photo of a person working in a field. Below the banner is a navigation menu with links: Home, About Us, IBI Staff, IBI Board, Contact Us, Join/Renew, and Logout. The main content area is titled 'Advanced Search' and includes a search bar with the following options: Show All Connections, Advanced Search (selected), Requests Sent, and Pending My Approval. Under the 'Criteria' section, there is a dropdown menu for 'Last Name' and a search box containing the keyword 'haro'. A red circle highlights the search box, and a red arrow points to it. Below the search box are options for 'Add Criteria', 'Match All Criteria' (selected), and 'Match Any Criteria'. A 'Search' button is also present.

3. Choose how you want the keyword to match by using the middle selection box:

The screenshot shows the same IBI Member Directory website as the previous image. In this view, the middle selection box (the dropdown menu) is highlighted with a red circle. A speech bubble points to the dropdown menu with the text: 'Choose how your keyword will relate to the criteria selected.' The dropdown menu is open, showing three options: 'Contains' (selected), 'Equal', and 'Not Equal'. The search box still contains the keyword 'haro'. The 'Match All Criteria' radio button is selected, and the 'Search' button is visible.

Log into the IBI Member Directory at <https://ibi.memberclicks.net/login>



## Using the Advanced Search Function



4. Click on the search icon:

The screenshot shows the IBI Member Directory website. At the top, there is a banner for "Become an IBI Member" with a description of the organization's mission and a "Find Out More" link. Below the banner is a navigation menu with links for Home, About Us, IBI Staff, IBI Board, Contact Us, Join/Renew, and Logout. The main content area is divided into two columns. The left column contains "Member's Only Benefits" with links to "Return to Member Landing Page", "Search the IBI Member Directory", "Edit Your Profile", "Biochar for Environmental Mgmt", "The Inside Scoop", and "Return to IBI Website". Below these links is a search box for the site and a "Join IBI as Member" button. The right column features a navigation menu with "My Community", "My Profile", "Connections", "My Features", and "Inbox". Below this is the "Advanced Search" section, which includes tabs for "Show All Connections", "Advanced Search", "Requests Sent", and "Pending My Approval". The search criteria are set to "Last Name" equal to "haro". There are options to "Add Criteria", "Match All Criteria", and "Match Any Criteria". A red circle highlights the "Search" button with the text "Click on 'Search'".

5. Results display in list form:

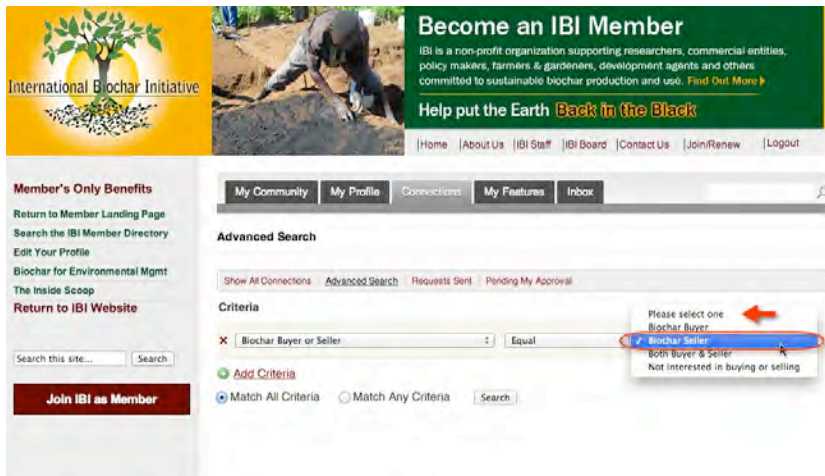
The screenshot shows the IBI Member Directory website with search results. The search criteria are the same as in the previous screenshot: "Last Name" equal to "haro". The results are displayed in a list format. The first result is for "Lourdes Haro", International Biochar Initiative (IBI), United States, with an "ONLINE" status. The profile picture shows a woman wearing a white cap and a white shirt. The "ONLINE" status is indicated by a green badge.

# Using the Advanced Search Function

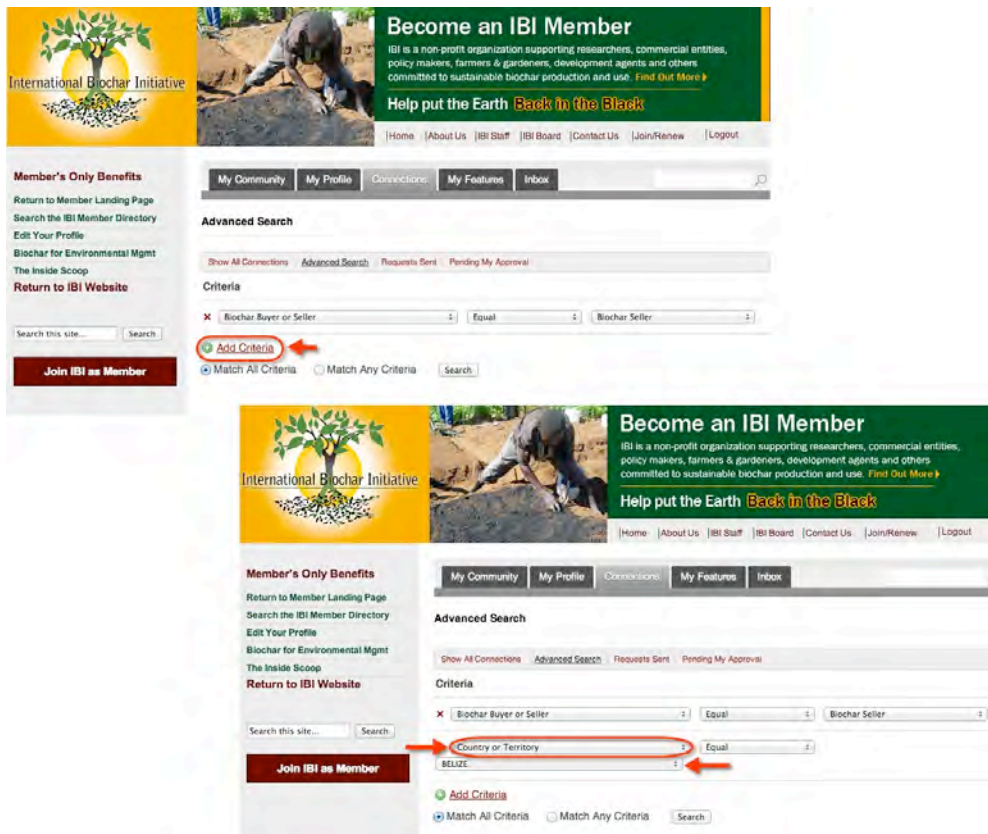


**Example 2: Search multiple criteria.** For example, *find all biochar sellers in Belize.*

1. Start by selecting the criteria “Biochar Buyer or Seller” and select “Biochar Seller” as the matching criteria to equal:



2. Add other required criteria, “Country/Territory” and select BELIZE as the criteria to match:



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# Using the Advanced Search Function



For multiple criteria, you can choose to match **all** or **any** criteria. For this sample search, you would choose **Match All Criteria**. Then, click the Search button:

**Member's Only Benefits**  
Return to Member Landing Page  
Search the IBI Member Directory  
Edit Your Profile  
Biochar for Environmental Mgmt  
The Inside Scoop  
Return to IBI Website

Search this site... Search

**Join IBI as Member**

**Become an IBI Member**  
IBI is a non-profit organization supporting researchers, commercial entities, policy makers, farmers & gardeners, development agents and others committed to sustainable biochar production and use. [Find Out More](#)  
Help put the Earth **Back in the Black**

Home | About Us | IBI Staff | IBI Board | Contact Us | Join/Renew | Logout

My Community | My Profile | Connections | My Features | Inbox

**Advanced Search**

Show All Connections | **Advanced Search** | Requests Sent | Pending My Approval

**Criteria**

Biochar Buyer or Seller Equal Biochar Seller

Country or Territory Equal BELIZE

[Add Criteria](#)

Match All Criteria  Match Any Criteria **Search**

This sample search retrieves 1 result:

**Member's Only Benefits**  
Return to Member Landing Page  
Search the IBI Member Directory  
Edit Your Profile  
Biochar for Environmental Mgmt  
The Inside Scoop  
Return to IBI Website

Search this site... Search

**Join IBI as Member**

**Become an IBI Member**  
IBI is a non-profit organization supporting researchers, commercial entities, policy makers, farmers & gardeners, development agents and others committed to sustainable biochar production and use. [Find Out More](#)  
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Home | About Us | IBI Staff | IBI Board | Contact Us | Join/Renew | Logout

My Community | My Profile | Connections | My Features | Inbox

**Advanced Search**

Show All Connections | **Advanced Search** | Requests Sent | Pending My Approval

**Criteria**

Biochar Buyer or Seller Equal Biochar Seller

Country or Territory Equal BELIZE

[Add Criteria](#)

Match All Criteria  Match Any Criteria **Search**

Results 1 - 1 of 1

**Carlo Barravino**  
BioRenew Belize  
BELIZE

0 connections [Write Message](#) [Add as connection](#)



# Using the Advanced Search Function



To view a member's complete profile (items he/she has made public), click on their name. This action will open the member's profile.

The screenshot shows the IBI Member Directory interface. At the top, there is a banner for 'Become an IBI Member' with a description of the organization's mission and a 'Find Out More' link. Below the banner is a navigation menu with links for Home, About Us, IBI Staff, IBI Board, Contact Us, Join/Renew, and Logout.

The main content area is titled 'Advanced Search' and includes a search bar with the following criteria:

- Biochar Buyer or Seller: Equal Biochar Seller
- Country or Territory: BELIZE

The search results show one result: **Carlo Barravino**, BioRenew Belize, BELIZE. A red circle highlights the name 'Carlo Barravino' and a red arrow points to it. Below the name are options for '0 connections', 'Write Message', and 'Add'.

The profile details for Carlo Barravino are displayed on the right side of the page. The profile includes a photo placeholder, the name 'Carlo Jacob', and the text '2 hours 2 minutes ago'. Below the photo are options for 'Add as connection', 'Photos', and 'Write Message'. The profile details section includes the following information:

- Profile - Contact Info**
  - Group: Professional Member
  - Member Since: 10/09/12
  - Salutation/Title: Mr.
  - First Name: Carlo
  - MI: J
  - Last Name: Barravino
  - Email: info@biorenew.org
  - Occupation: Business Manager
  - Department: Operations
  - Organization: BioRenew Belize
  - Work Phone: (501) 422-2087
  - City: Corozal Town
- Country or Territory: BELIZE**
- Biochar Buyer or Seller: Biochar Seller**
- Language(s) Spoken: Spanish, English**
- Info for Biochar Project (or Product) 1**
  - 1 - Indicate Project or Product: Project
  - 1 - Project or Product Name: Iniciativa BioRenew Belize
  - 1 - Project or Product Description: Use of feedstock recovered from a diversity of municipal wastes, analysis and classification of biochar products according to potential applications in soil amendment, agriculture, water sanitation and energy alternatives.
- The Following Fields Only Apply to Information About Project 1**
  - 1 - Project Type: Research - Feedstocks
  - 1 - Project Sector: Commercial (products and services)
  - 1 - Project Location - Country/Territory: BELIZE
  - 1 - Project Location - Latitude: 17.0667° N
  - 1 - Project Location - Longitude: 88.7000° W
  - 1 - Project Start Date: 03/01/2013
  - 1 - Key Partners: The Biochar Foundation
  - 1 - My Role in Relation to this Project: General direction of project; public relations; operational support