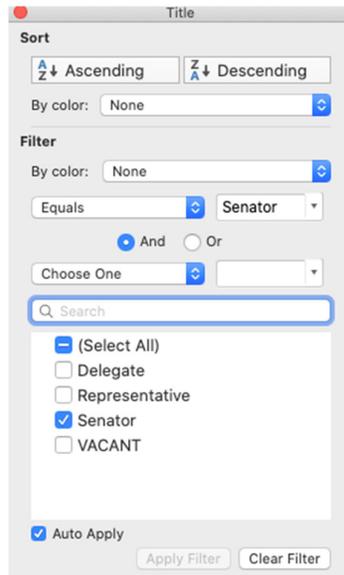


Instructions for Filtering the Scorecard

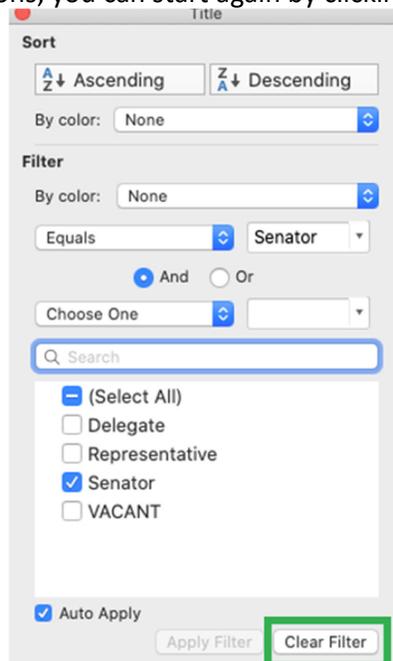
The Excel spreadsheet can be filtered to quickly find information. Click on the upside-down triangle and uncheck the items you do **not** want to see. In other words, there should still be a check mark by the items you do want to see. For example, if you only want to see results for Senators, uncheck “Representatives” and “Delegates.” The results will show only Senators.



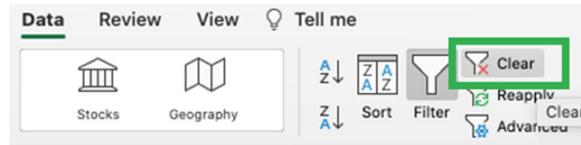
Close the filtering window to see the results on your spreadsheet.

Clearing the filter

While you are making selections, you can start again by clicking the “Clear Filter” button.

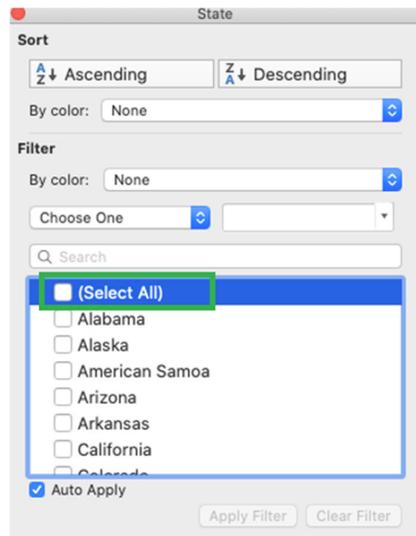


To quickly clear filter selections after you have applied the filter, go to your “Data” menu, then click “Clear Filter.”

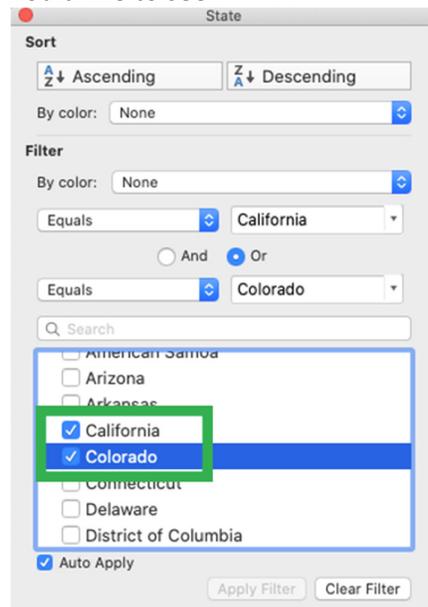


Filtering by state

The fastest way to filter by state is to click the filter arrow in the State box, then click (Select All) to uncheck all states.



Then check the state(s) you would like to see.



Close the filtering box to see the results.

Filters are not recommended for use for district or name. It is better to use the Excel search feature to find a particular district or Member's name.

Filtering by sponsor/co-sponsor

You can choose to filter by "Original Sponsor" to see the Senator or Representative who originally sponsored the bill or resolution. To see everyone who supports the legislation, select both "Original Sponsor" and "Yes" in the filter window. To see everyone who has not signed on as a co-sponsor, select "No" in the filter window.

Filter by more than one option

You can choose to filter by more than one option. For example, you might want to see all the Democratic Representatives in California. First select California from the State column, then Representative from the Title column, then Democrat from the Party column.

Note that the filter feature in Excel works as an "and" function, in the order selected. This means that results will only be shown for the first filter then within the returned results for a state, it will look for the second filter. For example, if you filter by New York, it will first show all Senators and Representatives who represent the state of New York. If you then look to see who was a co-sponsor of H.R. 3031/S. 1156, the Adoption Tax Credit Refundability Act, the filter will look within the subset of Senators and Representatives in New York.

Interesting filters to consider

There are many filters you may want to apply, and lots of interesting ways to use the Scorecard. Get creative! A few suggestions include filtering by:

- State
- Party
- Election year
- Participation in 2020 and 2021 Advocacy Day
- Party and Selected Legislation
- Caucus Membership and Selected Legislation
- Committee Assignment (check out which Committee is currently assigned to a [bill you're interested in](#)) and Selected Legislation
- Similar legislation between the 116th and 117th Congresses