

Searching for Members:

- 1) Click on the Members Only/Membership Directory Tab.
- 2) If you have not already logged in, you will be asked to do so.
- 3) Click on the little magnifying glass inside a black circle at the top of the list (or scroll through the list if you prefer).
- 4) Enter the person's last name (or just the beginning few characters). You can also search on their first name by changing the "Search By" drop down list.
- 5) You'll get a short list with all possible matches. Click on the person's name and more details will come up.
- 6) Click on the person's email address to email them.
- 7) Click on the little index card below their picture to add their information to your contacts list.
- 8) If you search for one member and then want to search for another, when you go back to the Membership Directory you will see your original search results. To find someone else, just click on the little magnifying glass again and type in the new name. Or if you want to see the complete list again, delete the name in the search box, leaving it empty, click search, and the whole list will come back up.