

### 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) Enter the person's last name (or just the beginning few characters). You can also search on their first name.
- 4) You'll get a list with all possible matches. Click on the person's name and more details will come up.
- 5) Click on the person's email address to email them.
- 6) Click on the little index card below their picture to add their information to your contacts list.
- 7) 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 type in the new name.
- 8) If you want to see the complete list of all members, delete the name in the search box, leaving it empty, click search, and the whole alphabetized list will come up.