



# Logging into the Membership Directory

1) Login to the website using your email address and password.

Home Page

2) Once logged in select the Membership Directory.

Membership Page

Note: The images in this tutorial may appear differently than the website but that the procedures are the same.



# Membership Directory

## Finding Statistical Information

The screenshot shows the ADC website's Membership Directory page. The header includes the ADC logo and the text 'Arizona Designer Craftsmen'. A navigation menu on the left lists various site sections. The main content area features a search bar with the text 'Membership Directory (Keyword search Advanced search)'. Below the search bar, it displays 'Found: 126' and a dropdown menu for 'Show: Ahme - Rayf (1-100)'. A table lists search results with columns for Name, Email Address, Chapter, and 2nd Member. A red box highlights the search bar and the 'Found: 126' result, with a text box explaining that the quantity of records found is 126.

| Name                               | Email Address  | Chapter          | 2nd Member     |
|------------------------------------|--|------------------|----------------|
| <a href="#">Bortfeld, Robert</a>   | <a href="mailto:bortfeld@cox.net">bortfeld@cox.net</a>             | Central Chapter  | Peggy Bortfeld |
| <a href="#">Brandel, Barbara</a>   | <a href="mailto:bbrandel@dakotacom.net">bbrandel@dakotacom.net</a> | Southern Chapter |                |
| <a href="#">Broughton, Cynthia</a> | <a href="mailto:cynthb2@juno.com">cynthb2@juno.com</a>             | Central Chapter  |                |
| <a href="#">Brown, Suzanne</a>     | <a href="mailto:suzanne@noemail.com">suzanne@noemail.com</a>       | Southern Chapter |                |
| <a href="#">Buqa, Linda</a>        | <a href="mailto:artisan51@aol.com">artisan51@aol.com</a>           | Southern Chapter |                |
| <a href="#">Cabat, June</a>        | <a href="mailto:jecabat@hotmail.com">jecabat@hotmail.com</a>       | Southern Chapter |                |

## Membership Directory Page

### The Membership Directory

- It is a database created from various pieces of information about each member. This information came from each member as they filled out their profile. For people who were members before the ADC website was created, their information came from the last published directory.
- Each member's group of information is called a "Record". Each piece of that information is called a "Field". For example a members first name is stored in a field and their last name is in another field.

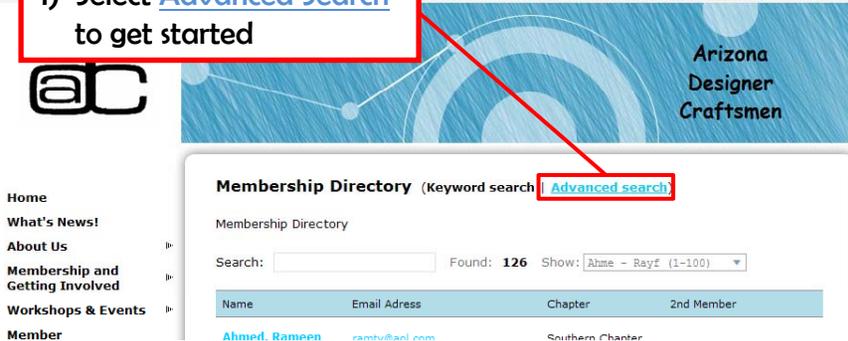
### The Advanced Search Feature

- By using the advanced search feature you are able to find out statistical information using "Field" filters to search the membership directory. For example you can find out how many and who are the members that are in the southern chapter and who have selected Clay as a medium of interest.
- The following pages in this tutorial will show you how to accomplish this by illustrating the procedures to find information for the example above. Once learned you'll be able to find any information you need.

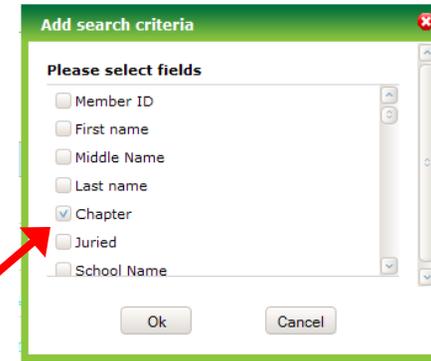


# Advanced Search Criteria Filters

1) Select [Advanced Search](#) to get started

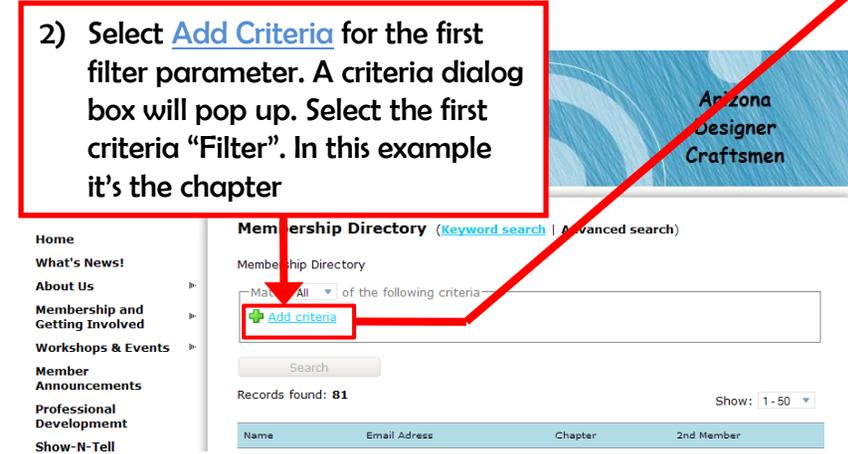


Getting Started

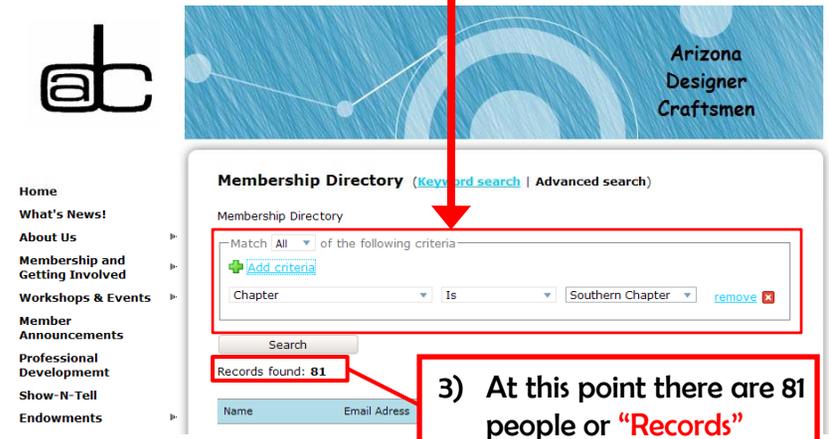


Criteria Dialog Box

2) Select [Add Criteria](#) for the first filter parameter. A criteria dialog box will pop up. Select the first criteria "Filter". In this example it's the chapter



Setting the 1<sup>st</sup> Criteria "Filter"



3) At this point there are 81 people or "Records"

Resulting Criteria "Filter"



# Modifying the Criteria Filters

- 1) Even though you selected a “field” initially to start your search you can change it by selecting this arrow. You will be presented with the entire “field” list.

Arizona Designer Craftsmen

Match All of the following criteria

Chapter Is Southern Chapter remove

Records found: 44

| Name | Email Address | Chapter         | 2nd Member |
|------|---------------|-----------------|------------|
|      |               | Central Chapter |            |
|      | @asu.edu      | Central Chapter |            |
|      | ersonart.com  | Central Chapter |            |
|      | ssi.net       | Central Chapter |            |
|      |               | Central Chapter |            |

## Changing the Criteria “Filter”

- 3) The last part of the criteria filter is the conditional option. You could exclude the selected value if you choose by selecting “Is not”. This will give you a search of all values but the one select. If you select “Any” you will get a total of all values.

Arizona Designer Craftsmen

Membership Directory (Keyword search | Advanced search)

Match All of the following criteria

Chapter Is Southern Chapter remove

Search

Records found: 44

| Name | Email Address | Chapter | 2nd Member |
|------|---------------|---------|------------|
|------|---------------|---------|------------|

## Modifying the Criteria “Filter”

- 2) Select this arrow for the drop down menu. This will allow you to select the value of the field. For our example you won't need to change anything because it defaulted to “Southern chapter”.

Arizona Designer Craftsmen

Match All of the following criteria

Chapter Is Southern Chapter remove

Search

Records found: 44

| Name | Email Address | Chapter | 2nd Member |
|------|---------------|---------|------------|
|------|---------------|---------|------------|

## Changing the “Filter” Value

- 4) Based on the criteria filter selections so far there are 81 people or “Records” that are in the southern chapter

Arizona Designer Craftsmen

Membership Directory (Keyword search | Advanced search)

Match All of the following criteria

Chapter Is Southern Chapter remove

Search

Records found: 81

Show: 1 - 50

| Name | Email Address | Chapter | 2nd Member |
|------|---------------|---------|------------|
|------|---------------|---------|------------|

## Criteria “Filter” Results



# Adding Additional Criteria Filters

1) Select **Add Criteria** for the next filter. Once the pop menu of fields appears scroll down and select Clay. This pop menu is the same one the appeared for the first filter you created.

Membership Directory (Keyword search | Advanced search)

Membership Directory

Match All of the following criteria

[Add criteria](#)

Chapter Is Southern Chapter [remove](#)

Clay Is Yes [remove](#)

Search

Records found: 22

| Name | Email Address |
|------|---------------|
|------|---------------|

2) Change the field value to Yes if it isn't

3) Select the "Search" button once your criteria are selected. There are 22 records that meet the criteria

## Selecting a 2<sup>nd</sup> Criteria

### Multiple filters

- Adding additional filters allows you to further refine your search.
- This section will illustrate how to add a second filter to see how many southern chapter members listed clay as one of the mediums their interested in.
- This example used for this tutorial showed you how to create two filters but it is possible to further refine your search. The last example shows a filter added for Juried status.



- Home
- What's News!
- About Us
- Membership and Getting Involved
- Workshops & Events
- Member Announcements
- Professional Development
- Show-N-Tell
- Endowments
- Links
- Contact Us

Arizona

Membership Directory (Keyword search | Advanced search)

Membership Directory

Match All of the following criteria

[Add criteria](#)

Chapter Is Southern Chapter [remove](#)

Clay Is Yes [remove](#)

Juried Is Yes [remove](#)

Search

Records found: 9

| Name | Email Address | Chapter | 2nd Member |
|------|---------------|---------|------------|
|------|---------------|---------|------------|

4) Adding a third criteria for Juried status reveals there are 9 juried southern chapter members who are interested in the medium of clay.

## Selecting a 3<sup>rd</sup> Criteria

### The power the Membership Directory

- Now you've learned the basics of searching the membership directory can better understand who ADC is.
- You can find members with similar interests or who may live near you. Once found you can easily contact them through the website or even call them if they listed their phone number.