

Tips for Using the New Member Directory:

I believe once you learn to use the new directory you will come to love it. Please let me address your concerns.

1. You do not need to know the exact spelling of the person's name. You can enter only the first letter or first few letters and the computer will populate a list of all the people whose last name begins with that letter or first few letters.
2. The computer does provide the persons address and a lot more info. Once you have completed your search and you have the name or a list of names, click on the person's name and it will provide you with their profile including address.
3. The person's status is provided. You can see it once you click on the person's name. You can also narrow your search to one category or one region by using the drop-down menus in the Secondary Information.
4. It will provide you a list. For example, don't enter a name at all. In the Secondary Information, select a region and a member type using the drop-down menus. So if we selected the Eastern Region and CPE Supervisor, the computer will populate a list of all the Supervisors in the Eastern Region. Now if I had typed B as the first letter of the last name during the same search, the computer would populate a list of all the Supervisors in the Eastern Region whose last name begins with B.

The new directory provides you with many new search options. You do not need to fill in every field; just the fields that will help generate the information you want. Please play around with it to become more familiar with all your options.