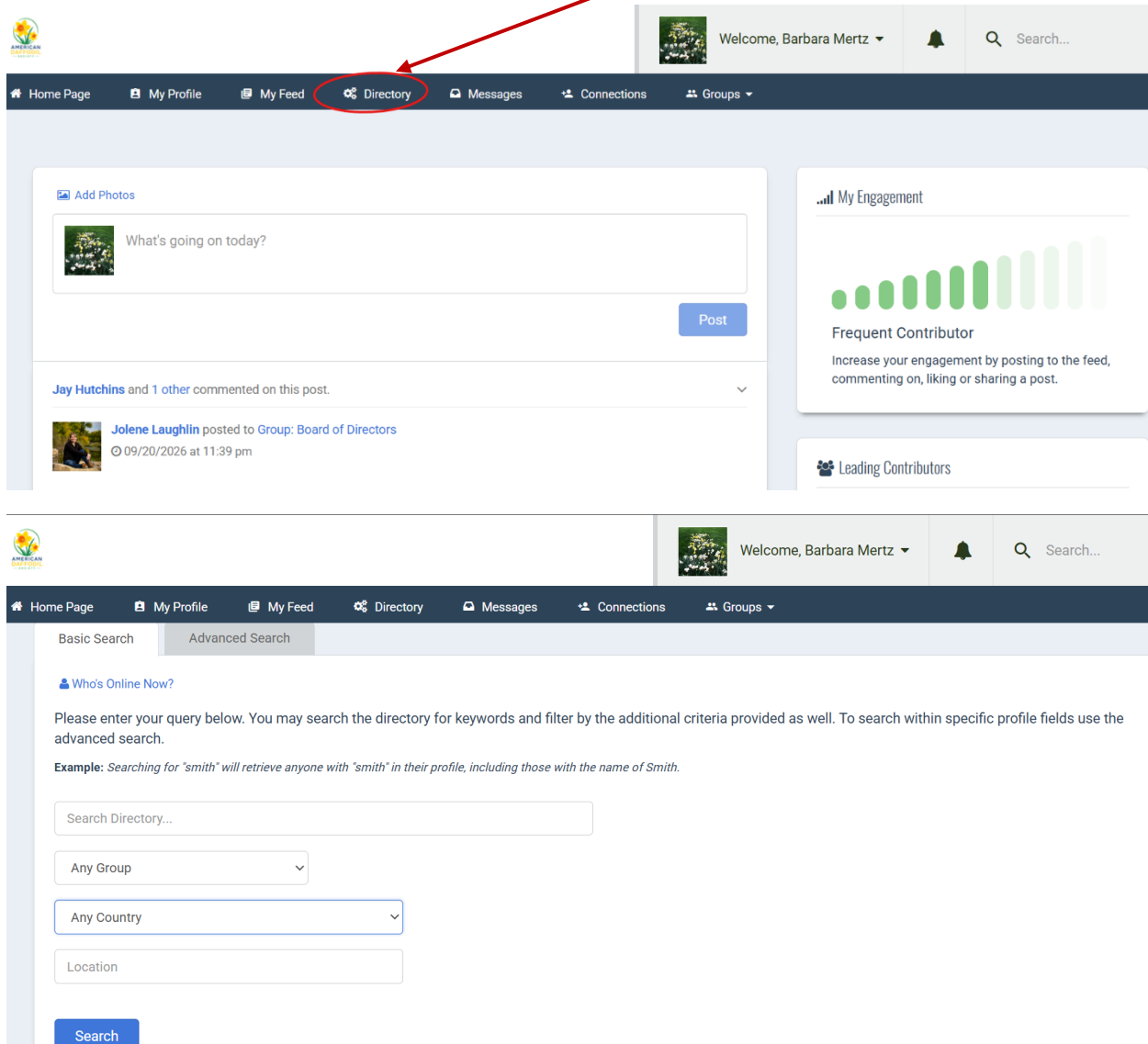


How do I see Name and Contact Information of Others in the Database?

To get a name and contact information you can use the Directory function that is on the screen you see after you sign in.



On this screen, under **Basic Search**, you have several options to choose from:

- Enter the person's name.
- Click on the down arrow next to "Any Group" and select the group.
- Click on the down arrow next to "Any Country" and select the country. If the Country has Locations associated with it, such as State, you can select the location.
- Click on the blue Search button when completed.
- Click on person's name in the results to get the person's profile.

Here's some example results.

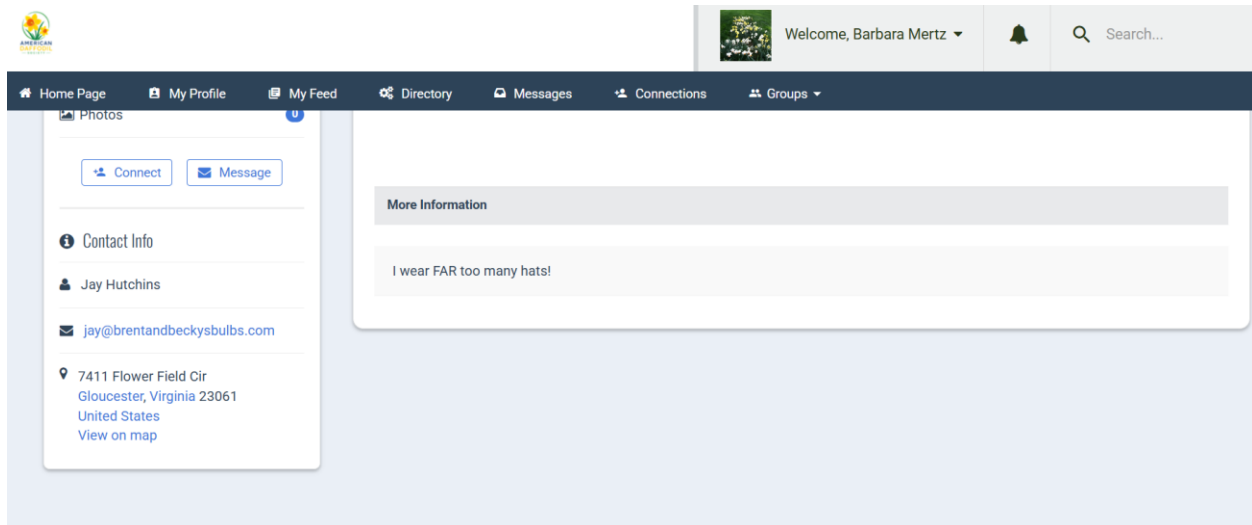
1. Enter the name Hutchins in the Search Directory box:

The screenshot shows the American Legion website's search results. At the top, there's a navigation bar with the American Legion logo, a welcome message for Barbara Mertz, a search bar, and a notification bell. Below this is a dark blue navigation menu with links: Home Page, My Profile, My Feed, Directory, Messages, Connections, and Groups. The main content area shows '2 Record(s) Found'. There are two view options: 'Tile View' (selected) and 'List View'. A 'Sort by' dropdown is set to 'Name: A-Z', and a 'Show map' toggle is turned on. Two results are listed: 'Anda Hutchins' from 'New Canaan' and 'Jay Hutchins' from 'Gloucester'. Each result has a small profile picture placeholder.

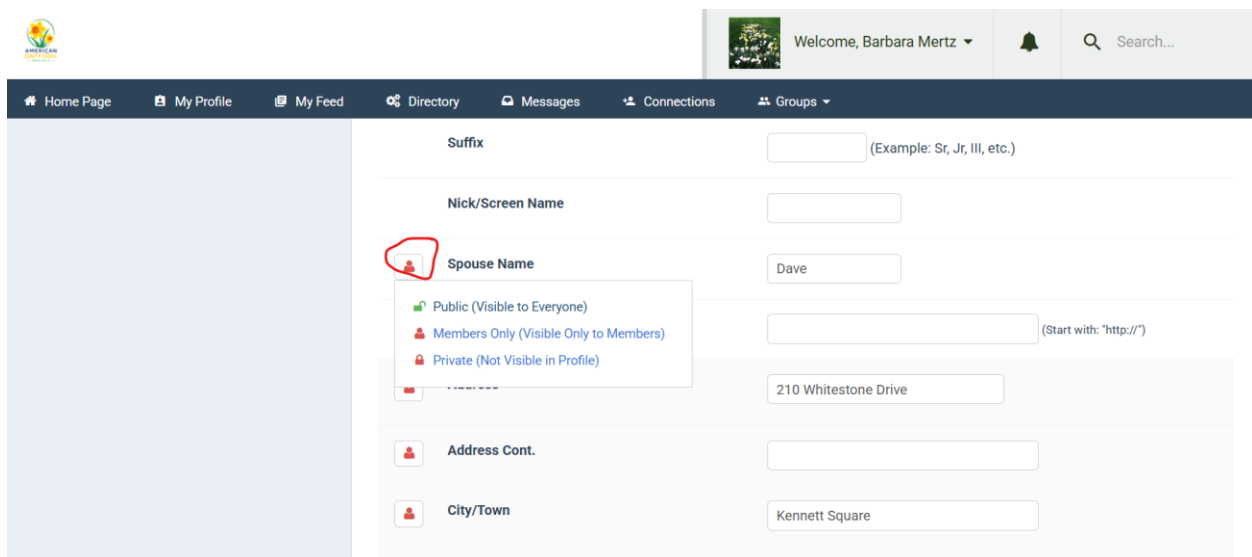
Click on Jay's name and you get the following screen:

The screenshot shows the profile page for Jay Hutchins. The top navigation bar is identical to the previous screenshot. Below the navigation menu, there's a header with tabs: Activity, About, Photos, Household Family Members, and More. The 'About' tab is selected. On the left side, there's a profile card for Jay Hutchins with his name, a profile picture, and links to his Connections (2), Groups (5), and Photos (0). The main content area is titled 'Personal Information' and contains the following details: Address: 7411 Flower Field Cir, Gloucester, Virginia 23061 United States (with a 'View on Map' link); Additional: +1 6933966 (Phone) and +1 804-815-8068 (Mobile); Spouse Name: Denise.

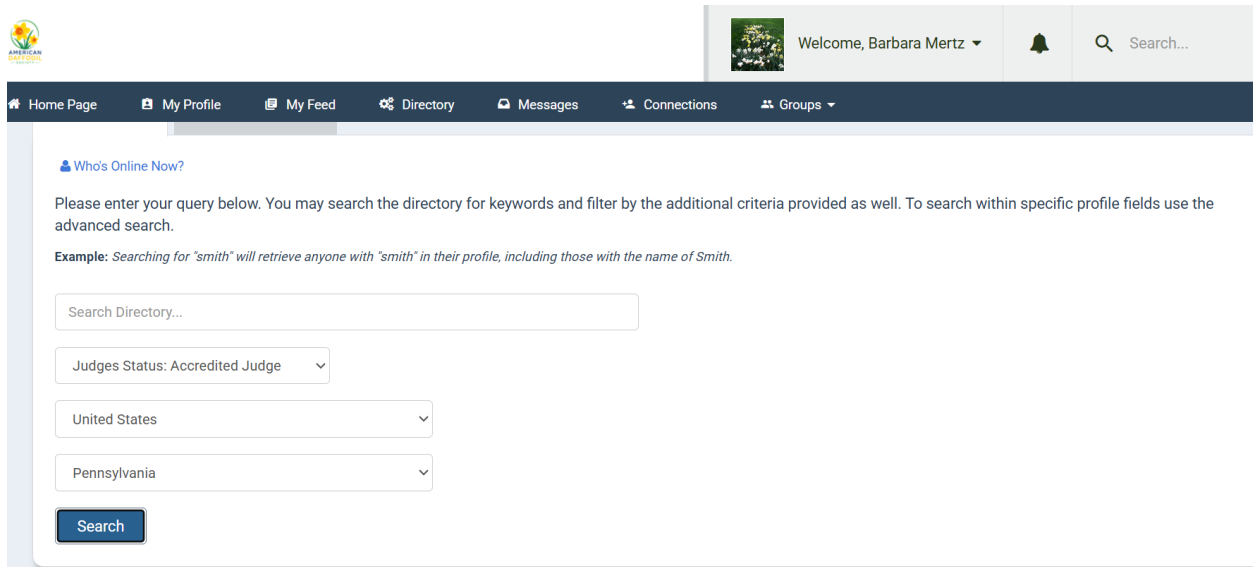
Scroll down and you'll see a Connect and a Message button. The Connect button is similar to a "follow" in Facebook, where you will get notifications on that person's activity. It also allows you to set up a network of people in the system. Use the Message button to message the person through the system. Also an email and address information will be displayed.



Note: If you are concerned about people seeing this information on your own profile, edit your profile and click on the person icon next to the information and select Public, Members Only, or Private.

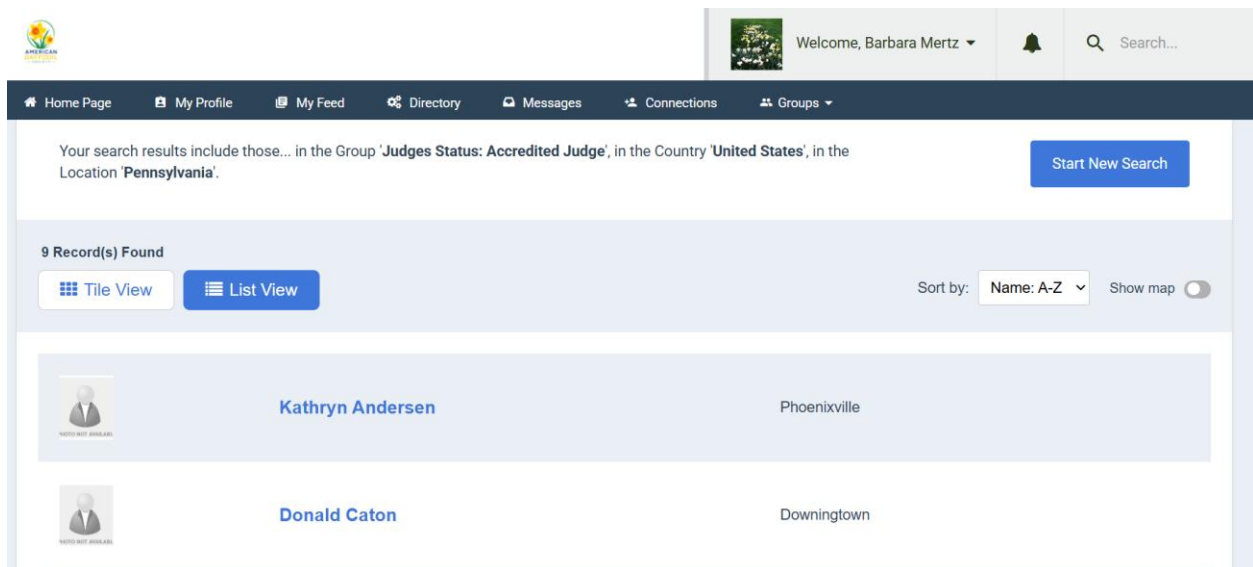


2. Enter Group “Judges Status: Accredited Judges”, Country “United State”, and State “Pennsylvania”.



The screenshot shows the top navigation bar with the American Data Group logo and a welcome message for Barbara Mertz. Below the navigation bar, the 'Who's Online Now?' section is visible. The main content area is titled 'Please enter your query below. You may search the directory for keywords and filter by the additional criteria provided as well. To search within specific profile fields use the advanced search.' An example is provided: 'Example: Searching for 'smith' will retrieve anyone with 'smith' in their profile, including those with the name of Smith.' The search form includes a text input field for the search query, and three dropdown menus for filtering: 'Judges Status: Accredited Judge', 'United States', and 'Pennsylvania'. A 'Search' button is located at the bottom of the form.

The next screen shows the search criteria and the results. Once again, click the name to get the person’s profile.



The screenshot shows the search results page. At the top, it states: 'Your search results include those... in the Group 'Judges Status: Accredited Judge', in the Country 'United States', in the Location 'Pennsylvania'.' A 'Start New Search' button is located to the right. Below this, it says '9 Record(s) Found'. There are two buttons for view options: 'Tile View' and 'List View'. To the right, there are options for 'Sort by: Name: A-Z' and a 'Show map' toggle. The results are displayed in a list view. The first result is for Kathryn Andersen, located in Phoenixville. The second result is for Donald Caton, located in Downingtown.

Advanced Search allows you to add Member Type to the selection. Under **Advanced Search**, leave the selection of Any Member Status (not used) and then select Member Type, if wanted. Then select Continue.

The screenshot shows the top navigation bar of the American Judges Association website. It includes the logo on the left, a user profile section with a photo and the name 'Welcome, Barbara Mertz' with a dropdown arrow, a notification bell, and a search bar with the text 'Search...'. Below this is a dark blue navigation menu with links: Home Page, My Profile, My Feed, Directory, Messages, Connections, and Groups. The main content area is titled 'Advanced Search: Step 1 of 2'. It contains a message: 'Please select from the member types and status options available below. Click "continue" to view all available search criteria based on your selection.' Below this is a dropdown menu labeled 'Any Member Status'. The 'Member Type*' section follows, with a note: '*Selecting a specific member type will configure your search with optimal criteria'. It includes a 'Select: All | None' link and a list of checkboxes: Individual, Household/Family, Organization, Patronage, Life Member, Household/Family Member, and Organization Staff. A blue 'Continue' button is at the bottom of this section.

Please select from the member types and status options available below. Click "continue" to view all available search criteria based on your selection.

Advanced Search: Step 1 of 2

Any Member Status

Member Type*
**Selecting a specific member type will configure your search with optimal criteria*

Select: [All](#) | [None](#)

- ☐ Individual
- ☐ Household/Family
- ☐ Organization
- ☐ Patronage
- ☐ Life Member
- ☐ Household/Family Member
- ☐ Organization Staff

[Continue](#)

On the next screen, you can select a Group, and/or a town, postal code, County, location. Click on Search when selection is completed. The functionality is the same as the Basic Search but adds the Member Type. Click on Start New Search to change the selection criteria.

Note that if you select a Judges Status, such as Accredited Judge, and a Region, such as Northeast, it will give you all people in the Northeast Region and all Accredited Judges regardless of which Region they're in.



Welcome, Barbara Mertz ▾



🔍 Search...

- 🏠 Home Page
- 👤 My Profile
- 📄 My Feed
- ⚙️ Directory
- ✉️ Messages
- 👥 Connections
- 👤 Groups ▾

Advanced Search: Step 2 of 2

Name

Company/Employer

Groups

Leave blank to search **all** groups. Checking multiple groups will return people in **any** of the groups selected.

Committees		🔍
☐	Board of Directors	
☐	Executive Committee	
☐	Finance Committee	
Display Gardens		🔍
☐	Display Gardens	
Judges Status		🔍
☐	Accredited Consulting Judge	
☐	Accredited Judge	
☐	Accredited Judge Retired	
☐	Accredited Judging Instructor	
Region		🔍
☐	Central Region	
☐	International Member	
☐	Middle Atlantic Region	

City/Town

Postal Code

Country

Any Country ▾

Location

Search