Using the ETHA Member Directory

The ETHA Member Directory is a benefit of membership in the organization that helps our members connect with each other. In our recent member survey, there was near-unanimous support for this feature.

The Member Directory is available both through the ETHA website and using the smartphone app, Wild Apricot for Members.

It is important to note that the Member Directory is only visible to other members of the East Texas Historical Association and is not visible to the public.

Member Directory on the ETHA Website

The Member Directory is now active and can be seen accessed through the ETHA website at https://www.easttexashistorical.org/about-etha-1. This sample screenshot shows the format of the directory landing page.

Basic Tasks With the Member Directory

The Member Directory has a few very simple features and is very easy to learn how to use.

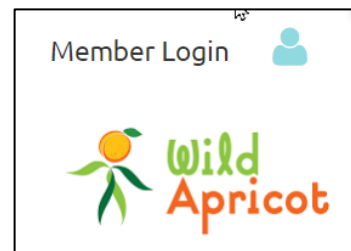| NOTES	SCREENSHOT
Find an individual member	Use the search bar at the top of the list of members. There is also an Advanced Search option that will allow more complex searches. Search: [ ] Found: **283**
Scroll through the entire list of members	Members are listed alphabetically by last name with 50 members shown at a time. Use the dropdown options on the "Show" box just above the member listing to move to other screens. Show: [1-50 ∨]
View an individual member profile	When the mouse pointer is over a member's information, the display turns blue indicating it is active. Click anywhere on the member's entry to go to a Member Details screen for that person. There you will see the information the member has allowed to be displayed, which may include an email address.
Email an individual member	After selecting the member and viewing the Member Details, click the Send Message button to send a message via ETHA. Using that method will let the recipient know that the message is coming from another ETHA member. NOTE: There is no retained copy of your sent email Email sent by this method will have a subject line for the recipient at "[Contact via ETHA.wildapricot.org]" followed by the subject line of your message.

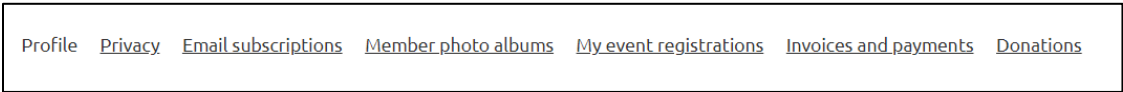*Updating Your Member Profile*

The elements of your member record that appear in your Member Profile for the Directory are within your ability to change. You can find more information at https://etha.wildapricot.org/Update-Member-Information

To update your membership record, click the Member Login button at the top right of that screen and select View Profile.

Member Login 👤

🌱 Wild Apricot

On the My Profile screen, there are multiple options for reviewing your membership level, your event registrations, and your payments of donations to ETHA.

| Profile | Privacy | Email subscriptions | Member photo albums | My event registrations | Invoices and payments | Donations |

To make changes or additions to your member profile, click the Edit Profile button.

We invite members to consider adding a photo of themselves in an effort to help members better connect with each other. If you need assistance with adding your photo send an email to webmaster@easttexashistorical.org.

To Limit Your Information Displayed in the Directory

In the My Profile menu bar shown above, selecting the Privacy option will allow you to control what is displayed in the Member Directory.

Keep in mind that only ETHA Members are able to see the Directory. It is not available to the public.

If you would like to turn on details for viewing in the Directory, like your phone number, click the button in the "Members" column. If you would like to turn off an item for viewing, click the button in the "No Access" column.
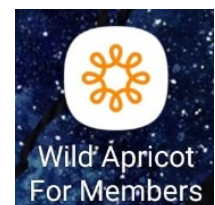
As a default, email addresses are shown, but phone numbers are not.

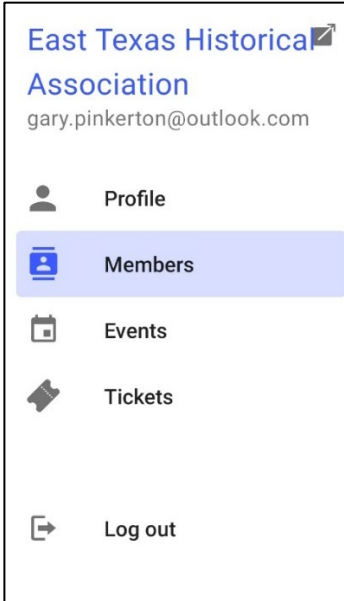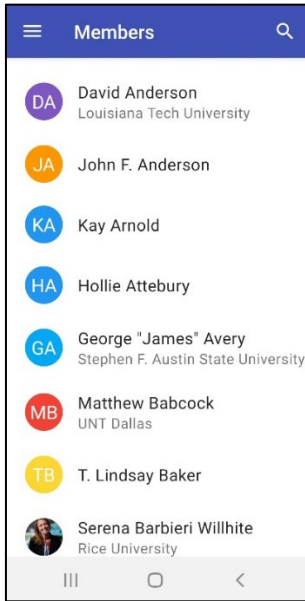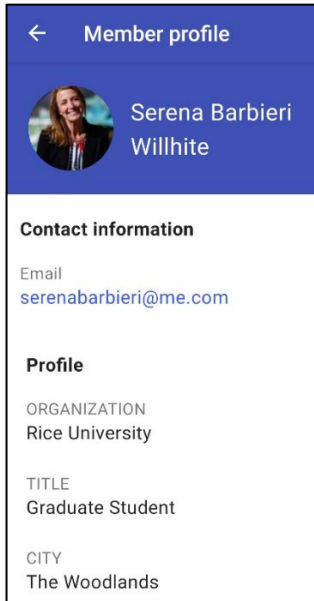| DETALS TO SHOW (in member directories, forum and blog posts)	Members	No access
Photo album		✖
Send message form	👥	
Membership level	👥	
USERID		✖
FIRST NAME	👥	
LAST NAME	👥	
ORGANIZATION	👥	
TITLE	👥	
EMAIL	👥	
PHOTO	👥	
ADDRESS		✖
CITY	👥	
ST	👥	
ZIP		✖
CELL PHONE	👥	
ALTERNATE PHONE		✖
SECONDARY EMAIL		✖

Member Directory on the Smartphone App

The Member Directory found on the new smartphone app, Wild Apricot for Members, works essentially the same way as the one on the website.

One difference is that email sent to a member from the app uses your own default email, such as Outlook or Gmail. If you do not know the member personally, please identify yourself as an ETHA member as a courtesy.

Here are sample views of the Member Directory from within the app.

Select "Members" from the menu options	Search or scroll to find a member	Select the member to see their details
East Texas Historical Association gary.pinkerton@outlook.com — Profile, Members, Events, Tickets, Log out	Members — David Anderson (Louisiana Tech University), John F. Anderson, Kay Arnold, Hollie Attebury, George "James" Avery (Stephen F. Austin State University), Matthew Babcock (UNT Dallas), T. Lindsay Baker, Serena Barbieri Willhite (Rice University)	Member profile — Serena Barbieri Willhite. Contact information. Email: serenabarbieri@me.com. Profile. ORGANIZATION: Rice University. TITLE: Graduate Student. CITY: The Woodlands

Screenshots of Member Directory on Smartphone App

We're Happy to Get to Know You

The leadership of the ETHA hopes that members find this to be a useful way to engage with each other and make connections. If you have any additional questions email webmaster@easttexashistorical.org.