



DOWN SYNDROME GUILD  
OF DALLAS

## Online Membership Directory Instruction Guide

### Accessing the E-Directory

Click the *Members* link located on the Down Syndrome Guild of Dallas website at [www.downsyndromedallas.org](http://www.downsyndromedallas.org).

The screenshot shows the website header with the logo, search bar, social media icons, and a 'MEMBERS' link. Below the header is a navigation menu with links: HOME, ABOUT DSG, RESOURCES, PROGRAMS, EVENTS, CALENDAR, GET INVOLVED, CONTACT US. The main content area is titled 'DONOR LOGIN' and contains the 'Down Syndrome Guild of Dallas Membership Directory' login form. The form includes fields for 'Login ID' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below the form are links for 'Forget your ID or password?' and 'Don't have an account? Start here.' Two arrows point to these links.

If accessing the site for the first time, you will need to setup a Login ID and Password. To do this, click *Start here* and follow the on screen prompts to set up your account. (Please note: You must enter your unique account number, which may be obtained by contacting the DSG at (214) 267-1374 or [jennifer@downsyndromedallas.org](mailto:jennifer@downsyndromedallas.org), in order to access the site for the first time.)

If you've already set up your Login ID and Password, simply enter it at this time. If you've forgotten your ID or password, click *Forgot your ID or password?*, and follow the on screen prompts to have it e-mailed to you.

## Searching for Other Members

Click *Search* on the navigation menu. As you can see below, you have many options for how you can search for another member. For example: if you want to see a list of all members who live in area code 75080, you would type 75080 in the Postal Code box and click *Submit*.



WELCOME MY PROFILE MY GIVING **SEARCH** CONTACT US LOGOUT

Search

### Search for Members

Name

City

State  
(None Selected) ▾

Postal Code

Child (1) First Name

Child (1) Last Name

Child (1) Date of Birth

Child (1) Condition  
(None Selected) ▾

The results will give you the Name, City, and State of everyone who lives in area code 75080.

You can click on a Name to view more details.

Perform New Search

Displaying 1 - 15 of 15

Name	City	State
<a href="#">Wilfredo Calles &amp; Lorena Cruz</a>	Richardson	TX
<a href="#">Joseph &amp; Hazel Carlos, MD</a>	Richardson	TX
<a href="#">Marcus Davis</a>	Gunter	TX
<a href="#">Sharon Ensminger</a>	Richardson	TX
<a href="#">Kendal &amp; Cindy Hartley</a>	Richardson	TX

*What if I want to see more information about this person?*

Simply click on the person's name to pull up their public profile. As you can see below, you are now viewing Jennifer Ford's public profile which contains her full address, phone number, and other information she has made public. If you want to connect with Jennifer Ford via e-mail, simply click the *Send a Message* button to send Jennifer an e-mail.

Name: Jennifer Ford

Send a Message

Search Results

### Primary Address

Type: Business  
1702 N. Collins, Suite 170  
Richardson, TX 75080

Phone: 214-267-1374

### Additional Information

Child (1) First Name: Jennifer  
Child (1) Last Name: Ford, Jr.  
Child (1) Date of Birth: 2/26/2013  
Language: English

## Editing Privacy Settings

If you want to change the privacy settings for your public profile, click *My Profile* on the navigation menu and then *Edit Privacy*.

WELCOME MY PROFILE MY GIVING SEARCH CONTACT US LOGOUT

My Profile

Name: Jennifer Ford

Privacy: Public

Edit Login

Edit Privacy

View Public Profile

### Primary Address

Edit

Type: Business  
1702 N. Collins, Suite 170  
Richardson, TX 75080

Primary: 214-267-1374  
Mobile: (none)  
Pager: (none)  
Fax: (none)  
His Work: (none)  
Her Work: (none)  
Email: dallasdsg@sbcglobal.net  
Web Page: (none)

On the next screen, you can hide specific fields that you do not want other members to see, or you may choose to make your entire profile private by selecting *Private*.

Name: Jennifer Ford

My Profile:  Public  Private

### Primary Address Settings

Type: Business

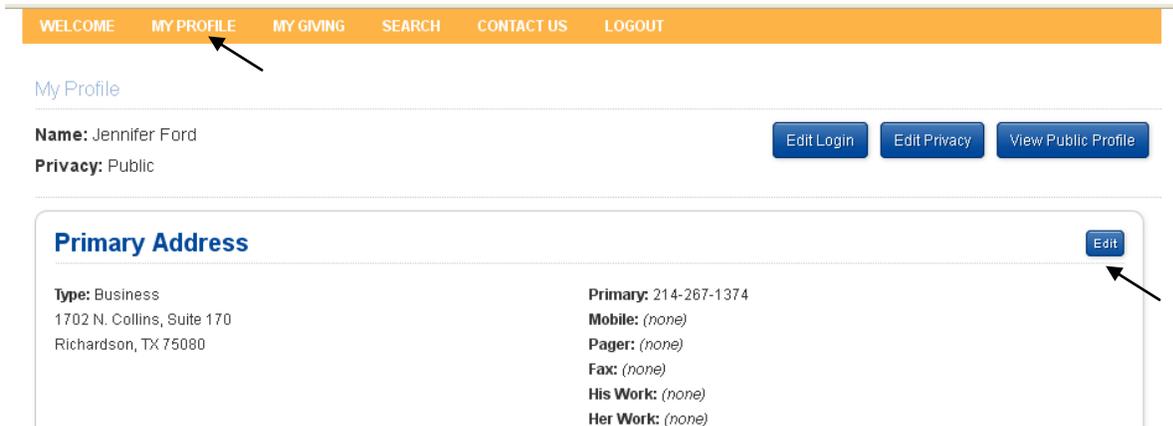
Hide Entire Address  
or

Hide Individual Fields (Select All - Clear All)

Hide	Field	Current Value
<input type="checkbox"/>	Address	1702 N. Collins, Suite 170
<input type="checkbox"/>	City	Richardson
<input type="checkbox"/>	State	TX

## Updating Your Contact Information

To edit your contact information through the directory, click *My Profile* on the navigation menu and then *Edit* on the section you wish to edit. This information will automatically update your information in the DSG membership database as well and no further actions are needed. For example: if you've recently moved, you can simply login, edit your address, and your newsletter will automatically forward to your new address.



The screenshot shows the 'My Profile' page with a navigation menu at the top containing 'WELCOME', 'MY PROFILE', 'MY GIVING', 'SEARCH', 'CONTACT US', and 'LOGOUT'. Below the menu, the user's name is 'Jennifer Ford' and their privacy is set to 'Public'. There are three buttons: 'Edit Login', 'Edit Privacy', and 'View Public Profile'. The 'Primary Address' section is highlighted with a blue header and contains the following information:

- Type: Business
- 1702 N. Collins, Suite 170
- Richardson, TX 75080
- Primary: 214-267-1374
- Mobile: (none)
- Pager: (none)
- Fax: (none)
- His Work: (none)
- Her Work: (none)

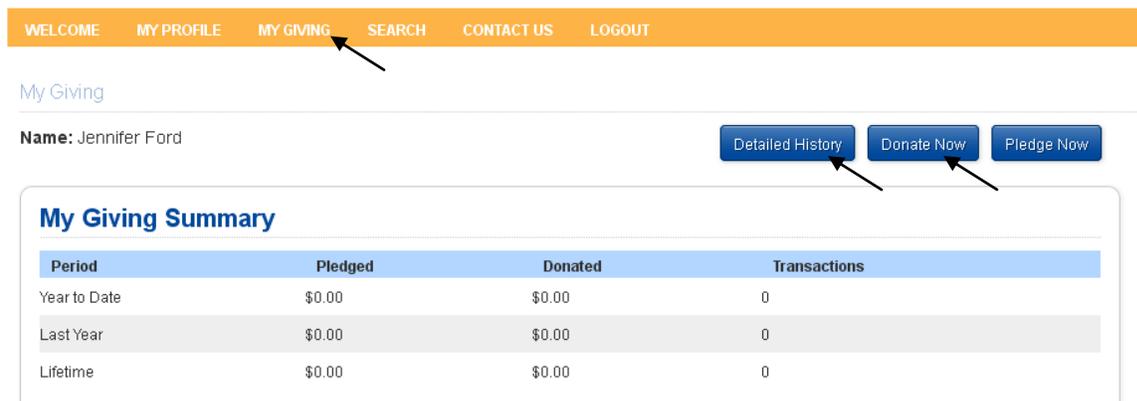
An 'Edit' button is located in the top right corner of the address section, indicated by an arrow.

## Viewing Giving History

The Membership Directory also allows users to view their giving history and make donations online.

To view your giving history, click *My Giving* on the navigation menu. By clicking *Detailed History*, you will have the option to search for a specific gift or type in a desired date range.

The DSG also gladly accepts donations anytime by clicking *Donate Now*.



The screenshot shows the 'My Giving' page with a navigation menu at the top containing 'WELCOME', 'MY PROFILE', 'MY GIVING', 'SEARCH', 'CONTACT US', and 'LOGOUT'. Below the menu, the user's name is 'Jennifer Ford'. There are three buttons: 'Detailed History', 'Donate Now', and 'Pledge Now'. The 'My Giving Summary' section contains the following table:

Period	Pledged	Donated	Transactions
Year to Date	\$0.00	\$0.00	0
Last Year	\$0.00	\$0.00	0
Lifetime	\$0.00	\$0.00	0

Arrows point to the 'Detailed History', 'Donate Now', and 'Pledge Now' buttons.

## *Contacting Us*

If you have any questions or need further explanation of any of these features, please do not hesitate to contact us at 214-267-1374, [jennifer@downsyndromedallas.org](mailto:jennifer@downsyndromedallas.org), or you may also click *Contact Us* on the navigation menu to send an e-mail directly to the Down Syndrome Guild of Dallas.

## *\*\*Important Notice\*\**

The Down Syndrome Guild Membership Directory is provided to families of children with Down syndrome so that they may contact each other for support and networking - to share and learn from each other about issues related to Down syndrome. Information in the directory is for your personal use only and should not be shared or sold to other organizations or businesses, nor should the information about members be used to solicit business from these families. Inclusion in the DSG Membership Directory is automatic; however, members have the option to opt out at any time by checking the exclusion box on their annual Membership Update Form or setting their profile to private as outlined on page 3 of this guide. Your cooperation is greatly appreciated.