

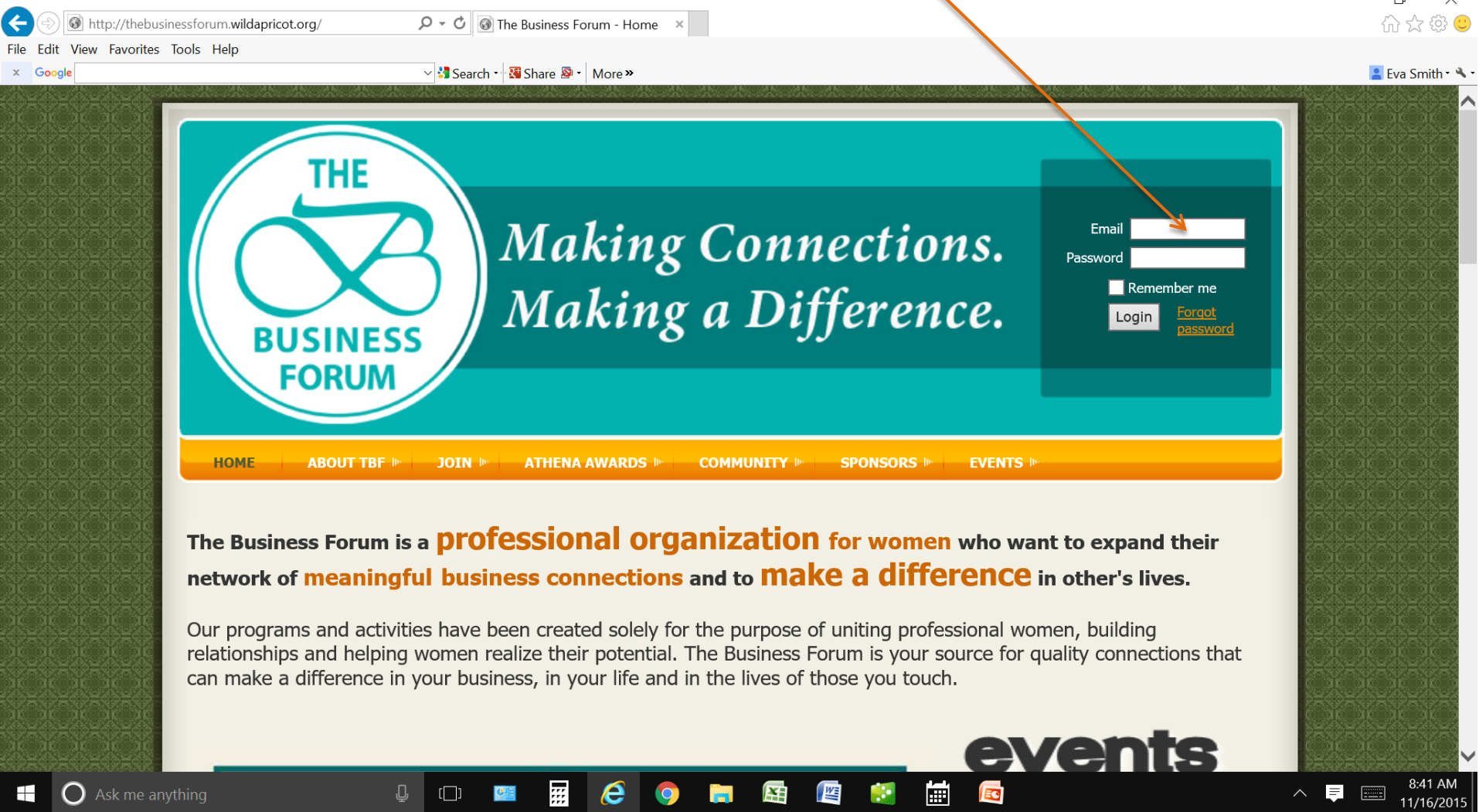


# Members' Directory



The Business Forum

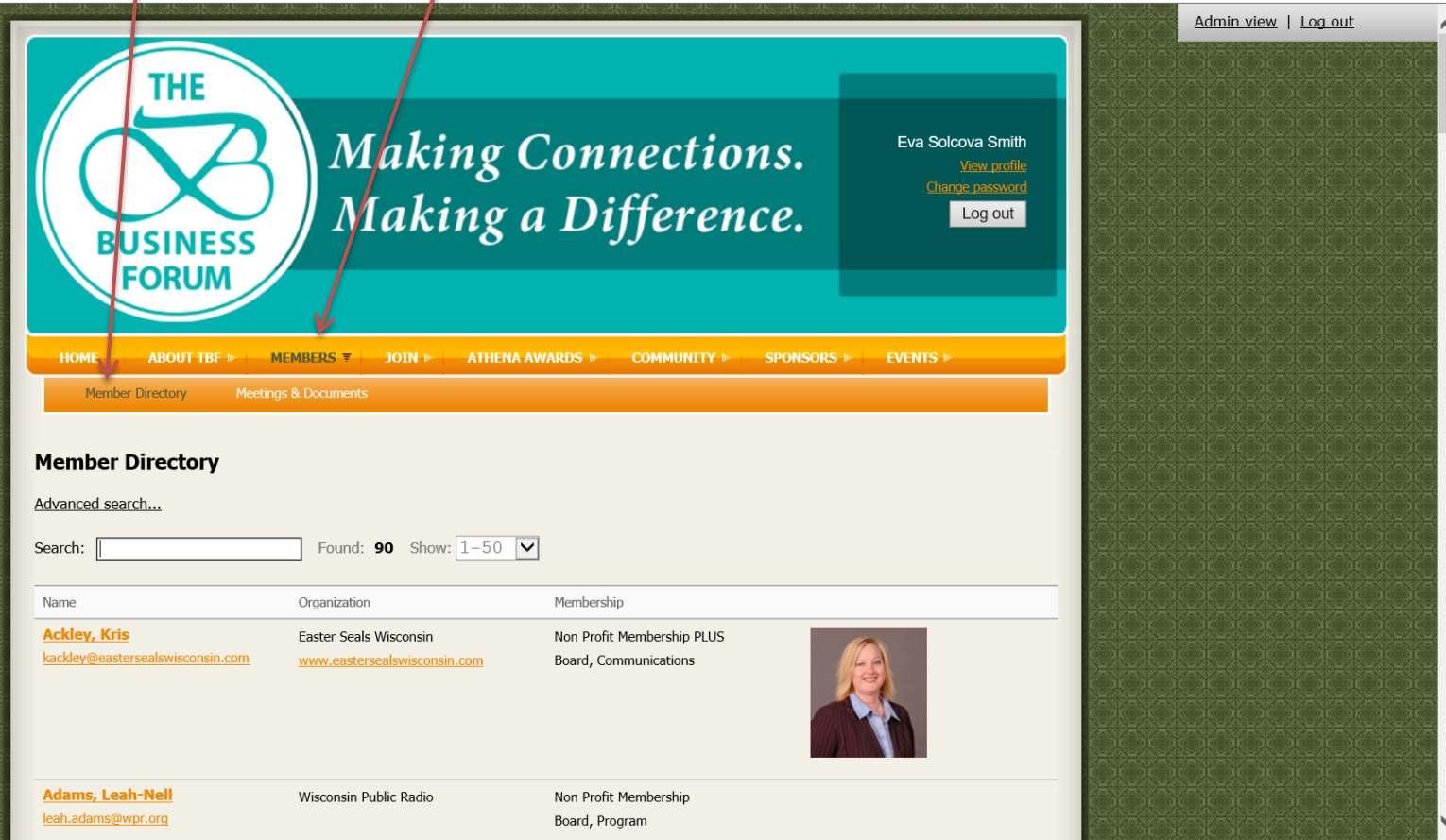
**Step 1** Go to [www.thebusinessforum.org](http://www.thebusinessforum.org) and log in.  
You **HAVE TO BE LOGGED IN** to be able to access the directory.



The screenshot shows a web browser window with the address bar displaying <http://thebusinessforum.wildapricot.org/>. The page features a teal header with the logo for 'THE BUSINESS FORUM' on the left, which includes a stylized infinity symbol. To the right of the logo, the text reads 'Making Connections. Making a Difference.' On the far right of the header is a login form with fields for 'Email' and 'Password', a 'Remember me' checkbox, and 'Login' and 'Forgot password' links. An orange arrow points from the text 'You HAVE TO BE LOGGED IN' to the 'Email' input field. Below the header is a yellow navigation bar with links: HOME, ABOUT TBF, JOIN, ATHENA AWARDS, COMMUNITY, SPONSORS, and EVENTS. The main content area has a white background and contains the text: 'The Business Forum is a **professional organization for women** who want to expand their network of **meaningful business connections** and to **make a difference** in other's lives.' Below this is a paragraph: 'Our programs and activities have been created solely for the purpose of uniting professional women, building relationships and helping women realize their potential. The Business Forum is your source for quality connections that can make a difference in your business, in your life and in the lives of those you touch.' At the bottom of the page, the word 'events' is partially visible. The Windows taskbar at the bottom shows the time as 8:41 AM on 11/16/2015.

**Step 2** On home page click on **Members** tab then **Member Directory**.  
This will bring the alphabetical list of all members.

Admin view | Log out



**THE BUSINESS FORUM** *Making Connections. Making a Difference.*

Eva Solcova Smith  
[View profile](#)  
[Change password](#)  
[Log out](#)


HOME | ABOUT TBF | **MEMBERS** | JOIN | ATHENA AWARDS | COMMUNITY | SPONSORS | EVENTS

Member Directory | Meetings & Documents

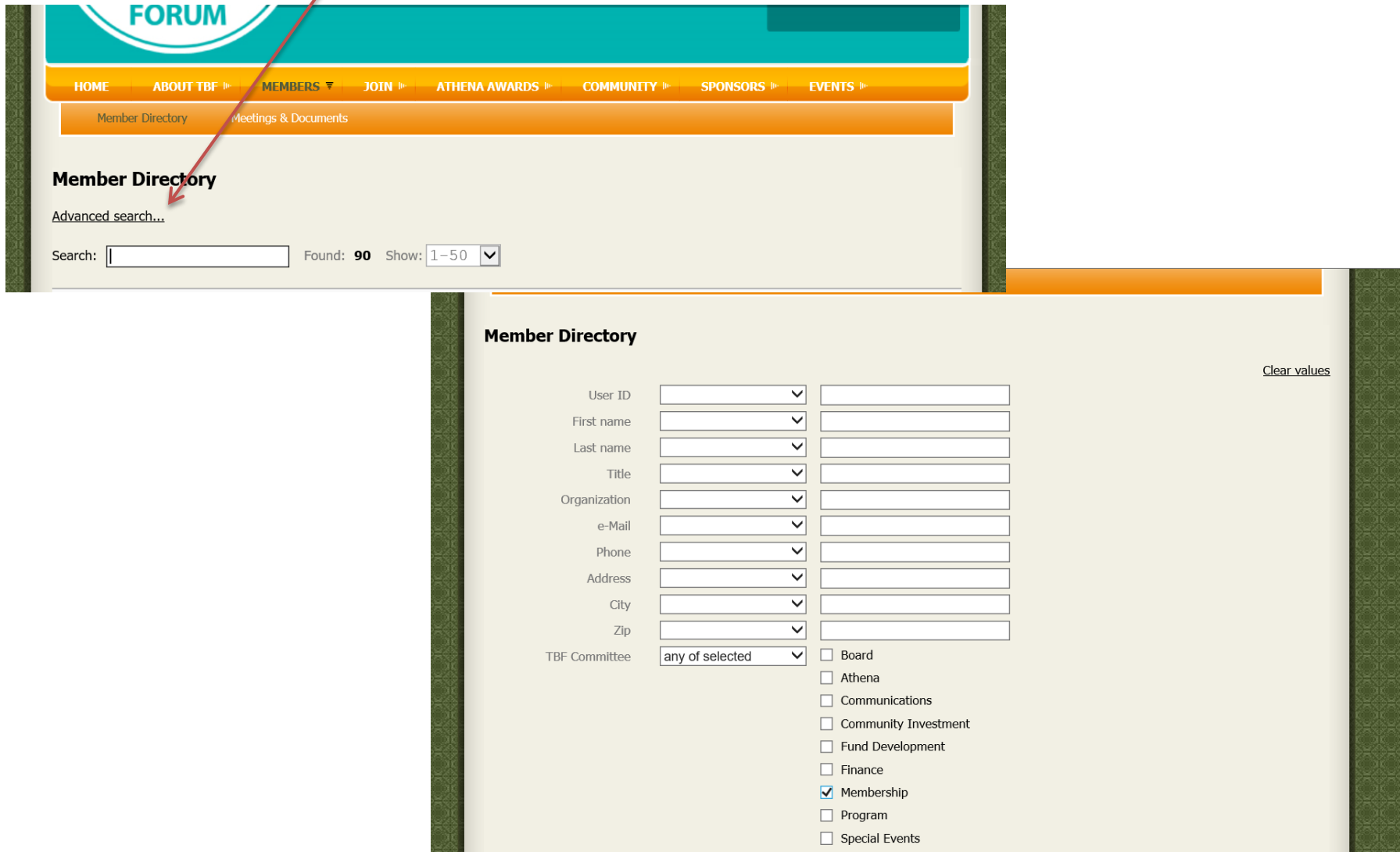
### Member Directory

[Advanced search...](#)

Search:  Found: **90** Show: **1-50** ▼

Name	Organization	Membership
<b>Ackley, Kris</b> <a href="mailto:kackley@eastersealswisconsin.com">kackley@eastersealswisconsin.com</a>	Easter Seals Wisconsin <a href="http://www.eastersealswisconsin.com">www.eastersealswisconsin.com</a>	Non Profit Membership PLUS Board, Communications
		
<b>Adams, Leah-Nell</b> <a href="mailto:leah.adams@wpr.org">leah.adams@wpr.org</a>	Wisconsin Public Radio	Non Profit Membership Board, Program

**Step 3 Advanced search** will allow more detailed search of the directory, e. g. members of a committee.



The screenshot displays the 'FORUM' website's 'Member Directory' page. A red arrow points from the text 'Step 3 Advanced search' to the 'Advanced search...' link. The page features a navigation bar with links: HOME, ABOUT TBF, MEMBERS (selected), JOIN, ATHENA AWARDS, COMMUNITY, SPONSORS, and EVENTS. Below the navigation bar, there are two tabs: 'Member Directory' (active) and 'Meetings & Documents'. The main content area is titled 'Member Directory' and includes a search bar with the text 'Search:'. To the right of the search bar, it shows 'Found: 90' and a 'Show: 1-50' dropdown menu. Below the search bar, there is a list of search criteria with corresponding dropdown menus: User ID, First name, Last name, Title, Organization, e-Mail, Phone, Address, City, Zip, and TBF Committee (set to 'any of selected'). To the right of these dropdowns, there is a list of checkboxes for selecting specific committees: Board, Athena, Communications, Community Investment, Fund Development, Finance, Membership (checked), Program, and Special Events. A 'Clear values' link is located in the top right corner of the search area.

**FORUM**

HOME ABOUT TBF MEMBERS JOIN ATHENA AWARDS COMMUNITY SPONSORS EVENTS

Member Directory Meetings & Documents

**Member Directory**

[Advanced search...](#)

Search: Found: 90 Show: 1-50

**Member Directory**

Clear values

User ID First name Last name Title Organization e-Mail Phone Address City Zip TBF Committee

any of selected

☐ Board  
☐ Athena  
☐ Communications  
☐ Community Investment  
☐ Fund Development  
☐ Finance  
☒ Membership  
☐ Program  
☐ Special Events

**Step 4** To access documents and helpful handouts, on home page click on **Members** tab then **Meetings & Documents**.



The screenshot displays the Business Forum website. The header features the Business Forum logo (a stylized 'B' inside a circle) and the tagline "Making Connections. Making a Difference." on a teal background. To the right of the header, the user's name "Eva Solcova Smith" is shown, along with links for "View profile", "Change password", and a "Log out" button. Below the header is a navigation bar with orange tabs: HOME, ABOUT TBF, MEMBERS, JOIN, ATHENA AWARDS, COMMUNITY, SPONSORS, and EVENTS. A secondary orange bar below the navigation bar contains links for "Member Directory" and "Meetings & Documents". The "Meetings & Documents" link is highlighted with a red arrow pointing from the text in the instruction above. The main content area is divided into two columns. The left column is titled "Board Meeting Minutes" and the right column is titled "Important Documents". Under "Important Documents", there is a list of links: "By-laws of the Business Forum", "Articles of Incorporation", "Check Request/Reimbursement Form", "Press Release Template", "(Send to Communications Committee when complete)", "How to Access Membership Directory", and "How to Register for an Event".

**Business Forum**  
*Making Connections.  
Making a Difference.*

Eva Solcova Smith  
[View profile](#)  
[Change password](#)  
[Log out](#)

[HOME](#) | [ABOUT TBF](#) | [MEMBERS](#) | [JOIN](#) | [ATHENA AWARDS](#) | [COMMUNITY](#) | [SPONSORS](#) | [EVENTS](#)

[Member Directory](#) | [Meetings & Documents](#)

**Board Meeting Minutes**

**Important Documents**

- [By-laws of the Business Forum](#)
- [Articles of Incorporation](#)
- [Check Request/Reimbursement Form](#)
- [Press Release Template](#)
- (Send to Communications Committee when complete)
- [How to Access Membership Directory](#)
- [How to Register for an Event](#)