

## DIRECTORY:

From here you can modify your directory. You can add or delete members & change your member's content.



- [Directory Listing](#)
- [Personal Information](#)
- [Personal Information Continued](#)
- [Professional Information](#)
- [Fraternity Information](#)

## DIRECTORY LISTING:

This is a listing of the members you currently manage. This list shows:

### ID:

This is the ID number generated by Element for the member. You can link directly to the member's detail information by placing ID=XXX (Where XXX equals the ID number) after the URL.

Example: <http://www.yourdomain.com/gallery.cfm?ID=75>

### IMAGE:

If you have uploaded an image of your member, it will be displayed here.

### NAME:

The member's name.

### CATEGORY:

The category the member has been assigned to.

ID	Image	Name	Category
75		Doe, Dr. Jane	Marketing Department
71		Lynch, Mr. Randal G, Jr.	
76		Manner, Mr. Scott R.	Marketing Department

[Back to Top](#)



## PERSONAL INFORMATION:

This section contains the basic or primary information about the member. The Personal Information section contains the following:

### IMAGE:

The image field will not be visible until you have saved the member. Once you saved the member a [Upload Member's Image] button will appear here. You can click on this button and upload an image for the member. Once you have uploaded a member image, the [Upload Member's Image] button will change to a [Remove Member's Image] button that will allow you to remove the member's image.

### PREFIX:

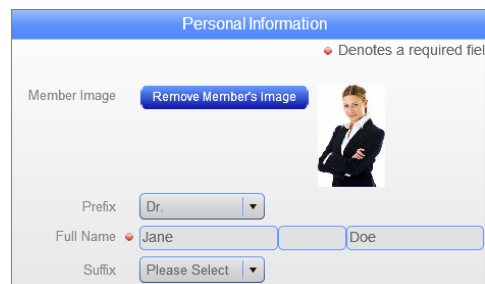
The member's prefix (Mr., Mrs., Ms., Dr.)

### FULL NAME:


The member's first, middle and last name.

### SUFFIX:

The member's suffix (Jr., Sr., etc).



Personal Information

Member Image  

Prefix

Full Name

Suffix

Denotes a required field

[Back to Top](#)

## PERSONAL INFORMATION CONTINUED:

### CERTIFICATIONS:

You can enter the member's qualifications/certifications here such as Ph.D., CPA, MCSE, MBA.

### EMAIL:

The member's email address.

### PHONE:

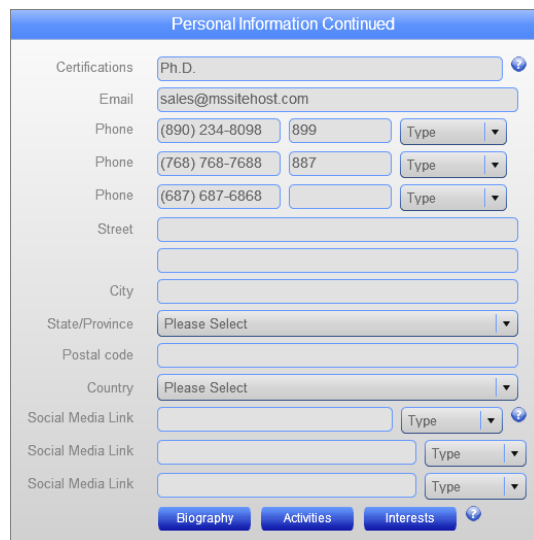
There are three phone fields. You can enter the phone number, extension and select the type of phone for each entry.

### STREET:

The member's street.

### CITY:

The member's city.



Personal Information Continued

Certifications

Email

Phone

Phone

Phone

Street

City

State/Province

Postal code

Country

Social Media Link

Social Media Link

Social Media Link



**STATE/PROVINCE:**

The member's state.

**POSTAL CODE:**

The member's postal/zip code.

**COUNTRY:**

The member's country.

**SOCIAL MEDIA LINK:**

There are three Social Media Links that allow you to enter the member's social media sites and choose which social media service it is. Example: Facebook, LinkedIn, Twitter.

**BIOGRAPHY:**

This button will bring up the Content Editor window and allow you to enter in the member's biography. If this is a new member, you will need to save the member before this button will be available.

**ACTIVITIES:**

This button will bring up the Content Editor window and allow you to enter in the member's activities. If this is a new member, you will need to save the member before this button will be available.

**INTERESTS:**

This button will bring up the Content Editor window and allow you to enter in the member's interests. If this is a new member, you will need to save the member before this button will be available.

[Back to Top](#)

## PROFESSIONAL INFORMATION:

**BUSINESS NAME:**

The member's business name or place of work.

**CATEGORY:**

You can group your members so that they can be displayed in a grouped listing. Groups can be departments, family last names or any other grouping you would prefer.

**NEW CATEGORY:**

If you do not see the group/department the entry is a member of above, just enter the group/department name here and it will be added to the list and the member will be assigned to it.

**MEMBER'S TITLE:**

The member's title.

The screenshot shows a form titled "Professional Information" with the following fields:

- Business Name: Text input field.
- Category: Dropdown menu with "Please Select" and a help icon.
- New Category: Text input field with a help icon.
- Member's Title: Text input field.
- Business Address: Text input field.
- City: Text input field.
- State/Province: Dropdown menu with "Please Select" and a help icon.
- Postal code: Text input field.
- Country: Dropdown menu with "Please Select" and a help icon.
- Business Website: Text input field.
- Social Media Link: Text input field with a "Type" dropdown menu and a help icon.
- Social Media Link: Text input field with a "Type" dropdown menu.
- Social Media Link: Text input field with a "Type" dropdown menu.



**BUSINESS ADDRESS:**

The member’s business street address.

**CITY:**

The member’s business city.

**STATE/PROVINCE:**

The member’s business state.

**POSTAL CODE:**

The member’s business postal/zip code.

**COUNTRY:**

The member’s business country.

**BUSINESS WEBSITE:**

The member’s business website address.

**SOCIAL MEDIA LINK:**

There are three social media link fields for the member’s business social media links such as Facebook, LinkedIn & Twitter.

**COMPANY DESCRIPTION:**

The [Company Description] button will appear once you have saved the member. Clicking on the [Company Description] button will open a content editor window that will allow you to enter in a company description.

[Back to Top](#)

**FRATERNITY INFORMATION:**

If you have elected to display a fraternity style directory from [\[Administration\]](#) > [\[Sites\]](#) > [\[Site Options\]](#) > [\[Directory Options\]](#), then you will see the following area.

**STATUS:**

This is the status you can apply to your fraternity member such as Alumni, Pledge, etc.

**NEW STATUS:**

If the status you would like to apply to a fraternity member is not available in the Status dropdown listing, then just add the status here and the member will be added to the new status and the new status will now be available to be selected in the Status dropdown listing.

The screenshot shows a web form titled "Fraternity Information". It contains the following fields:

- Status: A dropdown menu with "Please Select" and a help icon.
- New Status: A text input field with a help icon.
- DPM Category: A dropdown menu with "Please Select" and a help icon.
- New DPM Category: A text input field with a help icon.
- DPM Effective: Two date pickers labeled "Start" and "End" with a help icon.
- Member's DOB: A date picker with a help icon.
- Member's Hometown: A text input field.
- Member's Spouse: A text input field.
- Member's Children: A large text area.



**DPM CATEGORY:**

This is the Due Paying Member (DPM) category such as Gold, Silver, Bronze. If you don't see the DPM Category you wish to assign to this member in the drop down, then just enter it into the New DPM Category field and save the record.

**NEW DPM CATEGORY:**

If you do not see the DPM the member is in, just enter the DPM here and it will be added to the list and the member will be assigned to it.

**DPM EFFECTIVE:**

Select the effective dates the member is a Dues Paying Member (DPM).

**MEMBER'S DOB:**

The fraternity member's date of birth.

**MEMBER'S HOMETOWN:**

The fraternity member's hometown.

**MEMBER'S SPOUSE:**

The fraternity member's spouse's full name.

**MEMBER'S CHILDREN:**

The fraternity member's children(s) names.

[Back to Top](#)

---

