



How to use the online Membership Directory

Each member has a user name and password that will allow you to access the online membership directory. In this password-protected area you can access your own profile to see when you are due for renewal, or to change any of your information. This includes your contact information and other information about you, including your background, interests, publications and weaving equipment and software.

Remember that we store this information to help our members make connections with other members who share similar interests, locales, looms or software, not for any commercial purposes. The more complete you are in your description of yourself, the more likely that others will be able to "find you". We have made an attempt to transfer all the data from the old offline database, but you may find that some is out of date or missing. Using your password, you can make changes and additions. Be sure that when you do that, you save those changes with the "Update" button at the bottom of the page.

The area that has changed the most is the listing of looms. We are making an effort to transfer that information, but you can help us by entering your own data, correct up to the minute. You will find that rather than having to abbreviate each loom name in a standard way, there are pulldown menus to allow you to check off your looms by Make, Model and number of shafts. If you don't find a choice that fits, there is a place to enter that information as well. The same is true of software. The list includes the most commonly used software and you can check as many of them as you use. There is an additional space for you to add other software not listed. More information on entering and updating your looms appears elsewhere in the June 2013 Newsletter.

Mailing labels for the Complex Weavers Journal distribution will come from this database (Oct. 1, Feb. 1 and June 1). It will be your responsibility to see that you renew your membership in a timely manner and that your user profile is correct and up-to-date so that your journal will reach you. Similarly, the newsletter notice will be sent to your email address, so be sure we have a current email address that will reach you. The responsibility for keeping your record current is yours. Of course, if any of this represents a technical challenge for you, the membership chair, Amy Norris, is happy to help you to make this transition as smoothly as possible. Just send me an email at CWMembership@amyfibre.com.

While it will be a benefit to you to be able to update your own CW member profile as necessary, the real benefit of the new system will be your access to the information about other members. You will be able to go into the Member Directory (also password protected) for information about other weavers in CW. For example, you can find weavers with your type of loom who lives in your part of the country without reading through the entire directory. You will be able to find folks in a city you plan to visit who share your interest in old manuscripts or new fibers.

To use the Directory feature, choose Members Directory from the choices on the upper right corner of

the home page after you log in with your user name and password. The directory will be displayed as a multi-column chart with entries for name, address and email. You have some choices in how you view this chart. First of all, on the upper left you can choose to see 10, 25, 50 or 100 entries at once in a scrollable fashion. Secondly, you can see the chart alphabetically sorted by any of the column entries, by choosing that entry and using the little triangles over each column to display the chart sorted in alpha order (forward or backward) by that column's entries. So for instance, you can view the entries in alpha order by last name, or by first name.

Alternatively, you can search for a particular entry, either by entering a word into the search box on the upper right above the chart, or by specifying a particular search criterion. A number of defined boxes are provided for address information, loom type, software, interest or whether the member is a teacher. In this area you can enter an interest, like "lace", or a state or a particular loom- by make, model or number of shafts. You could for example ask to find all members with 40-shaft looms that live in Massachusetts. The results are shown as entries in a chart, similar to the original chart of all members. Whenever you have a chart of members that fulfills your criteria, you can capture the screen for a printout of the list or you can choose among those members to get more information. To do that, you would click on any of the entries to see the profile for that member, including contact information, interests, looms, guild memberships, software, etc.

Lastly, please note, you should save your user login and password somewhere so it is handy for you to access. If, however, you forget either your login name or password, there is a link to click for a forgotten password on the login page. It will send you information so that you can gain access and choose a new password.

Happy exploring!

Amy Norris
Membership Chair