

AGO DIRECTORY HELP

Getting the most out of the AGO Southern California Online Directory



1. Visit the [LA Chapter Website \(laago.org\)](http://laago.org) in your desktop or mobile device web browser.
2. Click on the **DIRECTORY** menu at the top of the page.
3. Click on the **DIRECTORY BUTTON** to access the directory. You will be prompted to **request an account** or **log in**. If you are signing up for the first time on the new site, then you need to fill out the form and click **GO**. Once your active membership is verified you will be notified via email that your account is ready. *Note: only current LA Chapter members are allowed to access this area of the website.* If you already have an account, then click **Log In** at the top right corner of the dialog box. You will not have to do this again if you have logged in successfully before and have not cleared your browser cache settings.
4. Click the **VIEW DIRECTORY** button.
5. **Wait for the directory to display** - Be patient - the file is large and may take a few minutes to load into your browser window. This depends on the speed of your internet connection.
6. **Begin using the directory!** You may use the directory in the browser window or save a local copy. A local copy will load faster each time and will not require a password. Depending on your browser, the steps to save the file locally may vary. In general, click on the **"File"** menu at the top, and choose **"Save As..."** When prompted you can choose a folder and file name to save the file. Note this is **completely optional** - you can always log onto the AGO website to access the directory.
7. **Navigate the directory** using the **arrow keys** or the **scroll bar** on the right.
8. **Searching the directory** - if you want to find a particular name or event you can search the directory for key words and jump to locations where they are found. The method to do this will vary by browser, but here are some hints to get you started.
 - a. Locate the **"Find"** command - generally under the **"Edit"** menu at the top of the browser. You may also use your **keyboard** by simultaneously pressing **"Cntl + F"** (on a PC) or **"Command + F"** (on a MAC). The find box may pop-up a new little window, or appear at the top-right of the browser. Enter the **full or partial text** you want to find (e.g. a member's last name) and hit **"Return"** or click **"Next"** to start the search. The browser should scroll to the first occurrence of text that matches what you entered in the box. You can then click on **"Next"** (or a similar command, depending on the browser) to find the next occurrence.
 - b. Note the **"Find"** box may also have options to search **forward** or **back** - make sure this is set to your preference, relative to where your cursor is located in the document.
 - c. Note there may be other methods to perform a search depending on the browser or other program you use.
9. **Use the Links!**
 - a. You can easily jump to sections in the directory by clicking on the links in the table of contents (page 2).
 - b. Most of the references to websites are links. When you click on them your browser will open and take you to the site.
 - c. Some of the email addresses are links that when clicked on will open your email program and start a message. This is often the case in the information pages but will not work in the member listings.
 - d. *Please note - the links may behave differently on different computer platforms. For example, in Windows you may have to hold the control key down when clicking on a link. You may have to experiment to get this to work on your computer.*
10. **Getting Help** - If you have any trouble accessing or using the directory, you may email the webmaster at: webmaster@laago.org for assistance.