2022 COMPANIONS WEBSITE LAUNCH – CHEAT SHEET #5

HOW TO FIND COMPANION CONTACT INFORMATION

The new website offers look-ups into current data from the same database source we use to generate the *Blue Book* in PDF form.

We are using a bit of software to allow easy look-ups of Companions' emails, phone numbers, addresses, and chapters.

1. **Login** through **https://schcCompanions.org**, **Companion Login** on the upper right menu.
2. In the **top menu**, select **Find a Companion**. Scroll down.
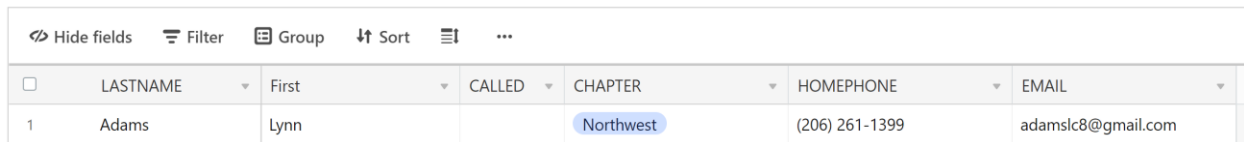
   We offer two views, one with emails, phones, and chapters; and down the page, one with mailing addresses.

   The whole list is sorted by last name and first name to start with.

A FEW EXAMPLES OF WHAT YOU MIGHT DO

Use the **upper view** to get in touch with another Companion quickly, via phone or email.

Here is what is available.

	LASTNAME	First	CALLED	CHAPTER	HOMEPHONE	EMAIL
1	Adams	Lynn		Northwest	(206) 261-1399	adamslc8@gmail.com

Note the most useful tools: **Hide fields, Filter, Group and Sort**.

For an example of Hide fields, see the discussion of the second view below.

EXAMPLE 1 Find Ann Smith

1. Click on **Filter**
2. Click **Add condition**
3. Choose *LASTNAME*
4. Enter "Smith"

Hide fields ☰ Filtered by LASTNAME ⊞ Group ↕ Sort ☰ ...

In this view, show records

✕ Where LASTNAME ▾ contains ▾ | Smith |

+ Add condition

	LASTN/			
1	Smith			
2	Smith			
3	Smith			
4	Smith	Kate		Hartford
5	Smith	Allison Aldrich	Allison	Maine
6	Smith	Noni		OH/KY

5. Click **+ Add condition**
6. Choose *First*
7. Enter "Ann"

Hide fields ☰ Filtered by LASTNAME, First ⊞ Group ↕ Sort ☰ ...

In this view, show records

✕ Where LASTNAME ▾ contains ▾ | Smith |

✕ and ▾ First ▾ contains ▾ | Ann |

+ Add condition

	LASTN/		HOMEPHONE	EMAIL
1	Smith		(239) 682-1260	annsmith7144@gmail.com

With the drop down box out of the way, result:

Hide fields ☰ Filtered by LASTNAME, First ⊞ Group ↕ Sort ☰ ...

	LASTNAME ▾	First ▾	CALLED ▾	CHAPTER ▾	HOMEPHONE ▾	EMAIL ▾
1	Smith	Ann		Happehatchee	(239) 682-1260	annsmith7144@gmail.com

EXAMPLE 2 Look for Companions you know in California – Northern chapter

1. Click **Filter**
2. Click **+ Add condition**
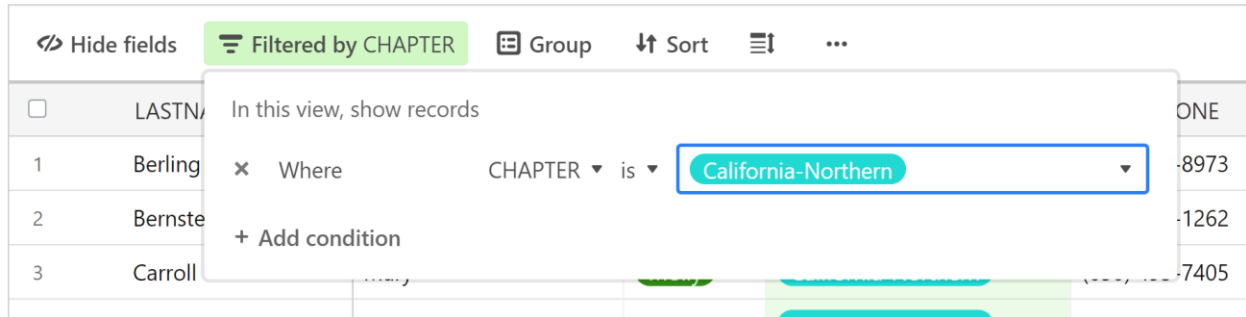
Hide fields ☰ Filter ⊞ Group ↕ Sort ☰ ...

	LASTN/		LE
		No filter conditions are applied to this view	
1	Adams	+ Add condition	
2	Aeh	Sandra	

3. Select *Chapter*
4. Select *California – Northern* from the list.

Now only California – Northern Companions remain in view.

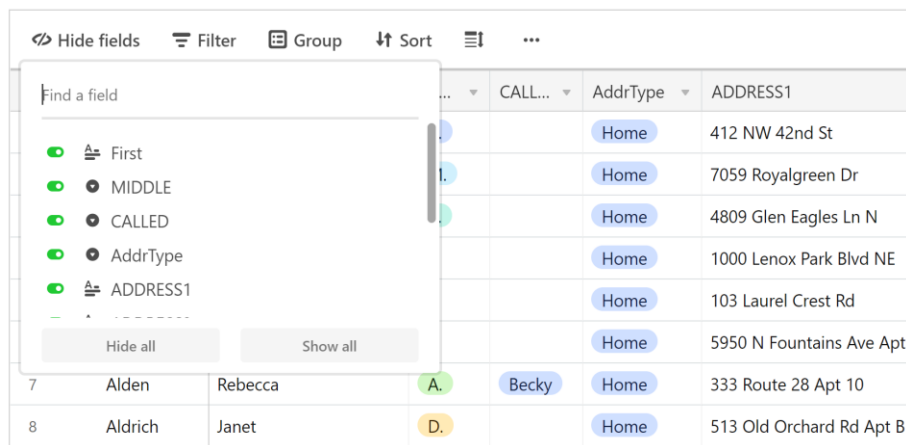**THE MAILING ADDRESS VIEW**

Use the **lower view** to get postal addresses.

Here is what is available.

EXAMPLE 3 Look at addresses, without some columns you don't need

Here is the example of using Hide fields. You don't need middle initials or address type.

1. Click **Hide fields**

2. Click **MIDDLE** and **AddrType** to remove them

Result:

We hope this gives you an idea of how this search tool works. Play with it.