

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.

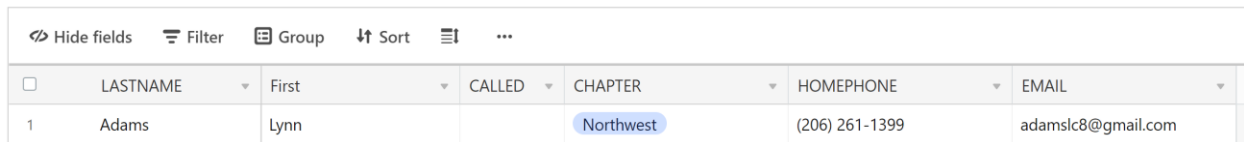
We offer two views, one with emails, phones, and chapters; and down the page, one with mailing addresses.

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.



	Hide fields	Filter	Group	Sort	...						
<input type="checkbox"/>	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

	LASTNAME	First	CHAPTER	HOMEPHONE	EMAIL
1	Smith				
2	Smith				
3	Smith				
4	Smith	Kate		Hartford	
5	Smith	Allison Aldrich	Allison	Maine	
6	Smith	Noni		OH/KY	

In this view, show records

Where LASTNAME contains Smith

+ Add condition

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

Hide fields Filtered by LASTNAME, First Group Sort

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

In this view, show records

Where LASTNAME contains Smith

and First contains Ann

+ Add condition

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

Hide fields Filtered by LASTNAME, First Group Sort

	LASTNAME	First	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

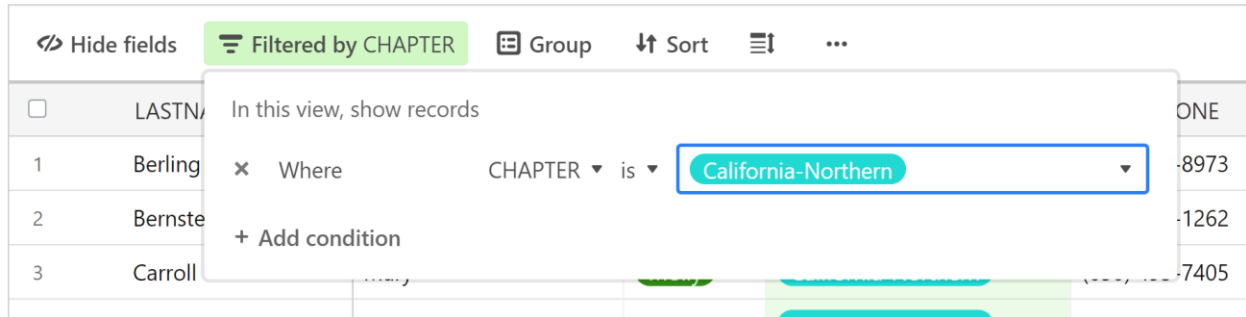
	LASTNAME	First	CHAPTER	HOMEPHONE	EMAIL
1	Adams				
2	Aeh	Sanara			

No filter conditions are applied to this view

+ Add condition

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.

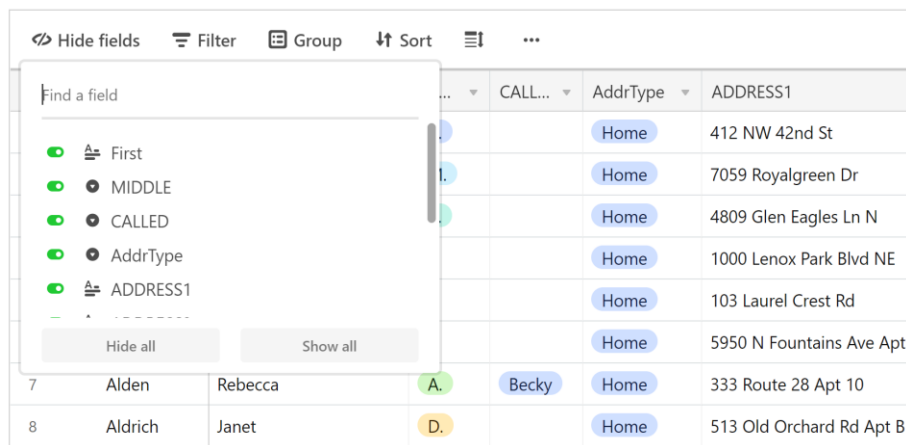
Here is what is available.

LASTN...	First	MI...	CALL...	AddrType	ADDRESS1	ADDRESS2	CITY	STATE	ZIP
1	Adams	Lynn	C.	Home	412 NW 42nd St		Seattle	WA	98107-5035

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

2 hidden fields Filter Group Sort

Find a field

- First
- MIDDLE
- CALLED
- AddrType
- ADDRESS1

Hide all Show all

LASTN...	First	CALL...	ADDRESS1	ADDRESS2	CITY	STATE	ZIP	COUNTRY
1	Adams	Lynn	412 NW 42nd St		Seattle	WA	98107-5035	
2	Aeh	Sandra	7059 Royalgreen Dr		Cincinnati	OH	45244-3620	
3	Agner	Rebecca	4809 Glen Eagles Ln N		Wilson	NC	27896-9135	
4	Aiken	Eula Hope	1000 Lenox Park Blvd NE		Atlanta	GA	30319-5827	
5	Alberich	Suzanne	103 Laurel Crest Rd		Madison	CT	06443-3320	
6	Albright	Ethel Lynne	5950 N Fountains Ave Apt ...		Tucson	AZ	85704-7864	
7	Alden	Rebecca	333 Route 28 Apt 10		Harwich Port	MA	02646-1752	
8	Aldrich	Janet	513 Old Orchard Rd Apt B		Baltimore	MD	21229-2445	
9	Aldrich	Margaret	33A Merrimack St		Concord	NH	03301-4161	
10	Allen	Ruthanne	(2590 Main St)	PO Box 1052	Barnstable	MA	02630-2052	

Result:

2 hidden fields Filter Group Sort

LASTN...	First	CALL...	ADDRESS1	ADDRESS2	CITY	STATE	ZIP	COUNTRY
1	Adams	Lynn	412 NW 42nd St		Seattle	WA	98107-5035	
2	Aeh	Sandra	7059 Royalgreen Dr		Cincinnati	OH	45244-3620	
3	Agner	Rebecca	4809 Glen Eagles Ln N		Wilson	NC	27896-9135	
4	Aiken	Eula Hope	1000 Lenox Park Blvd NE		Atlanta	GA	30319-5827	
5	Alberich	Suzanne	103 Laurel Crest Rd		Madison	CT	06443-3320	
6	Albright	Ethel Lynne	5950 N Fountains Ave Apt ...		Tucson	AZ	85704-7864	
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We hope this gives you an idea of how this search tool works. Play with it.