



California Garden Clubs, Inc.

MEMBERS ONLY SECTION

WWW.CALIFORNIAGARDENCLUBS.COM

Instructions for Presidents and Treasurers

2025

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CGCI MEMBERS ONLY SECTION

SECTION 1. ACCESS & LOG IN

The Members Only section allows **PRESIDENTS** and **TREASURERS** of each member organization to have direct access to their personal profile and/or Organization's records. It is password protected.

Contact information for individuals and the organization's official information (mail or email address, website URL, meeting places, days/times etc.) can be updated at any time. The record is updated immediately upon submission of the online form.

In addition there are new, online Directories listing member organizations as well as CGCI Board Members. These Directories are available **ONLY** to those logged in to a valid member account.

ACCESS:

- The **TREASURER** will be the **PRIMARY/BILLING CONTACT (PRIMARY)**
 - ◊ **EXCEPTION:** If the organization has **no** treasurer or the treasurer does **not have** internet access, the **President** is the PRIMARY/BILLING CONTACT.
- The **PRIMARY** will be able to:
 - ◊ Submit Annual Renewal - Pay dues
 - ◊ Update the Organization's official information including contact information for presidents and treasurers (this replaces the Contact Information Form), meeting details and youth information.
 - ◆ **EXCEPTION:** If the designated PRIMARY is retiring, they can ADD the contact information for their replacement BUT CANNOT make them the PRIMARY/BILLING CONTACT. CGCI Admin will make the designation once the form has been submitted.
 - ◊ Submit Dues Form - Additional Members and pay dues as needed
 - ◊ **ADD NEW** officers and mark outgoing officers "inactive"
 - ◆ **CGCI records include PRESIDENTS & TREASURERS ONLY.**
 - ◆ Please do NOT add vice-presidents, secretaries etc.
 - ◆ If you sponsor/support youth activities, that information is included in Additional Org Information of the Organization Profile.
 - ◊ View online Directories
 - ◊ Register a NEW YOUTH group
- **The presidents/treasurers NOT** designated as the PRIMARY CONTACT will be able to
 - ◊ Edit their personal profile
 - ◊ Submit Dues Form - Additional Members and pay dues as needed
 - ◊ View online Directories
 - ◊ Register a NEW YOUTH group

USERNAMES & PASSWORDS

- Usernames must be UNIQUE - one Username for each organization that you have access to.
- To get started, **Usernames** have been assigned to individuals currently in the CGCI database.
- **Your Username is your EMAIL ADDRESS**
 - ◆ **EXCEPTION:** If you are president or treasurer of more than one organization OR if you are a CGCI board member as well as president/treasurer of your organization, one Username will be your **email address** and the other will be your **First and Last name**.
 - ◆ If you have TWO email addresses (2 personal or 1 personal and one “club” address, i.e. president@mygardenclub.com) listed in the current database, each of those will be used for your Username instead of your name.
 - ◆ A Username can be changed once the individual has logged in.
 - ◆ NOTE: The Username is for logging in ONLY. Your email address will be used to contact you.
- You will create your password the first time you log in.

LOGGING IN

- Go to www.CaliforniaGardenClubs.com
- Click on *Members Only Login* button on the Home Page

Members Only Login

When this screen appears, type
in the Username as-
signed...either email address or
first/last name

Click on Reset Password

Log In

Username *

alicesmith@yahoo.com OR Alice Smith

Password *

LOG IN

RESET PASSWORD

Enter the assigned Username. If it is your first/last name the system will recognize it and send the link to the email included in your profile.

Click SUBMIT

Reset Your Password

Enter your email address or username and we'll send your username and a link to reset your password.

Email Address or Username

Alice Smith

I'm not a robot

reCAPTCHA

Privacy - Terms

SUBMIT

The following will appear:

An email with your username and a link to reset your password has been sent. You should receive the email shortly.

Please note that the link in the email to reset your password will expire in 1 hour.

This message will be in your inbox

We received a request to reset the password for your California Garden Clubs., Inc. website account.

Click on the reset link below to create a new password.
This reset link can only be used once and it expires in 1 hour.
Nothing will change if it is not used.

Account Username:

Reset Link: <https://tool.californiagardenclubs.com/i4a/ams/forgotlogin.cfm?securityCode=876F37AB-AE71-8BE7-C7D7F98E9296FF10&resetType=contact>

Reset Your Password

For your security, enter your current username to confirm your identity. Then enter your new password using the password rules listed below. All fields are required.

Current Username *

New Password *

Confirm New Password *

SUBMIT

Passwords are case-sensitive and must be:

- 8-40 characters long
- contain at least one number
- contain at least one letter

They may also contain any of the following special characters:
@ \$! # %

Click on the Reset Link

When the Reset box appears, enter a new password.

Click SUBMIT

You will now be logged in to the account.

A confirmation email will be sent to your inbox

tool.californiagardenclubs.com Password Reset Confirmation Inbox x

support@californiagardenclubs.com
to janesjunk728

Your password has been reset. If you did not initiate the process, please contact us immediately at 5716629156.

Thank you,
California Garden Clubs., Inc.

SECTION 2. PRIMARY/BILLING CONTACT

Once logged in the screen will look like this:



CGCI HOME CALENDAR FORMS DIRECTORIES HELP!

[Home](#) | [Profile](#) | [Org Profile](#)

WELCOME TO THE MEMBERS ONLY SECTION

If the **Org Profile** tab **IS** displayed you are the **PRIMARY/BILLING CONTACT**.

You can:

- **PAY DUES**
 - **ANNUAL RENEWAL** - Clubs/Associate Plant Societies
 - **ANNUAL RENEWAL** - Affiliates
 - You can also **UPDATE** Contact Information after submitting the Dues Form (click on **Org Profile**)
- **UPDATE** Contact Information **ONLY**:
 - click on **Org Profile** tab

If the **Org Profile** tab is **NOT** displayed you may update your **PERSONAL PROFILE**.

- Click on **Profile** tab and edit as needed.

Need assistance? Select **HELP!** from the menu to access the Members Only Handbook

Reminders The "Reminder" will display your organization's membership expiration date.

Your membership expires 07/01/2025.

The PRIMARY/BILLING CONTACT has the option to

1. Pay dues AND update YOUR personal contact information
2. Pay dues AND update ALL individual and organization information
3. Update the Organization Information ONLY

OPTION 1. Click on **ANNUAL RENEWAL** - Clubs/Associate Plant Societies

WELCOME TO THE MEMBERS ONLY SECTION

If the **Org Profile** tab **IS** displayed you are the **PRIMARY/BILLING CONTACT**.

You can:

- **PAY DUES**
 - **ANNUAL RENEWAL** - Clubs/Associate Plant Societies

The Renewal screen will open

RENEW

To **RENEW-PAY DUES**: follow Steps 1-4

To **UPDATE ORGANIZATION** Information see Step 5 (This can be updated/submitted at any time)

1. **MEMBERSHIP DUES**

- The value for "X" is number of members included in this payment

2. **CONTACT INFORMATION**

- The information displayed is **YOUR** personal contact information. Update as needed

3. **ADDITIONAL INFORMATION**

- Complete the required fields

4. **PAYMENT DETAILS**

- Once form is submitted, there will be a printable confirmation page
 - Print two (2) copies - one to mail with check, one for your records.
 - An email confirming receipt of the form will be sent to the email address on file
 - Mail **FORM AND CHECK (payable to CGCI)** to:
 - **Rita Desilets, 8316 Sparton Ave, Van Nuys, CA 91402-4030**

5. To **UPDATE ORGANIZATION** contact and general information: after printing the confirmation page, click on the down arrow next to your name (top right) and select **WELCOME PAGE** and then **ORG PROFILE** tab

Scroll down to MEMBERSHIP DUES

MEMBERSHIP DUES

Existing Expiration Date: 07/01/2025

Membership Dues Rate Formula: $2.75 * X$

Value for "X" *

Calculated dues rate: N/A

NEXT ↓

Insert the number of members included in this payment

CONTACT INFORMATION

ADDITIONAL INFORMATION

PAYMENT DETAILS

If you are **ONLY paying dues**, once form is submitted you can log out.

- Click on down arrow next to your name (top right).

The system automatically calculates the amount due:

MEMBERSHIP DUES

Existing Expiration Date: 07/01/2025

Membership Dues Rate Formula: $2.75 * X$

Value for "X" *

Calculated dues rate: **\$275.00**

CONTACT INFORMATION

It is automatically populated with the information that is currently in our records for YOU. Update/correct any field as needed.

If you are continuing as the Primary be sure to change the date in the Title field to 2025-26.

If you are not continuing leave information as is.

CONTACT INFORMATION

Email *	johnsmith@test.com	Re-enter the email address *	johnsmith@test.com
First Name *	John	Last Name *	Smith
Title (include appropriate year)	Co-Treasurer 2024-25	Organization Name *	Zinnea Garden Club
Address Line 1 *	325 Main Street	City *	Anytown
State *	CA - California	Zip Code *	12345
Phone Number *	555-555-5121		

Include me in CGCI Member Directories (Viewable only by individuals with login access to the Members Only section) *

Yes No

ADDITIONAL INFORMATION:

Complete the required information in

If you are not continuing as the designated Primary Contact, enter the first/last name of your replacement. You can enter contact details for that individual in the Org Profile section.

ADDITIONAL INFORMATION

Check Number *

1234

Amount of this check *

275

Total number of members *

100

Do you want Membership Cards? If "yes" they will be mailed to the Organization address on file. *

Yes

No

Are you continuing as Primary/Billing Contact for the next year? *

Yes

No

Individual replacing you (First/Last Name) Add full contact info under Org Profile/Individuals *

PAYMENT DETAILS

Select the payment method (mailing a check is the only current option) and click SUBMIT.

The credit card fields are not usable at this time. Ignore and click SUBMIT.

PAYMENT DETAILS

Amount to Charge : 275.00

Payment Method:
Mail a check

Name on Card:

Card #:

Expires:

Billing Street:

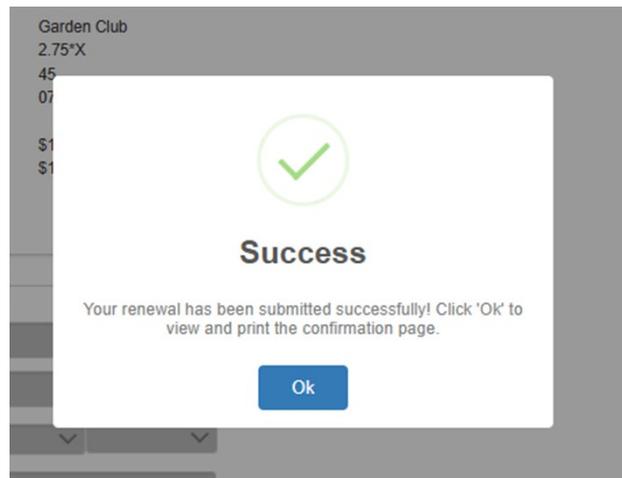
Billing Zip Code:

PO #:

SUBMIT → **PREVIOUS ↑**

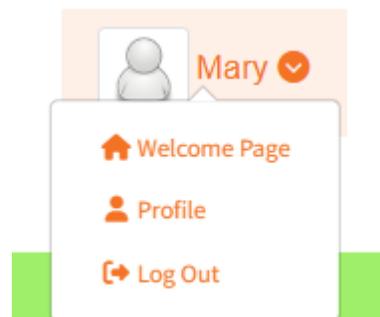
Clicking Submit opens the Success box and clicking OK produces a renewal confirmation that can be printed. See the example on next page.

In addition, a confirmation email will be sent to the Primary/Billing contact email on file.



To update Individual and Organization information click on the down arrow next to your name and select Welcome Page. Follow the instructions for Option 2 on page 10.

If you do not want to update any other information at this time, you are finished and can log out. Click on down arrow next to your name at top right of screen.



RENEWAL CONFIRMATION

THANK YOU! Your renewal form has been received.

Don't forget to mail the check (payable to CGCI) to: **Rita Desilets, 8316 Sparton Ave, Van Nuys, CA 91402-4030**

ORDER INFORMATION

Order Date 02/25/2025
Invoice Number 84

CONTACT INFORMATION

Carol Smith
Zesty Plant Society
234 Main
Anytown, CA 12345

Email carolsmith@yahoo.com
Phone Number 555-555-1212

ORDER DETAILS

Membership Type Associate Plant Society
Dues Formula 2.75 * X
Value Entered for "X" 100
Expiration Date 07/01/2026

Membership Type is either Garden Club or Associate Plant Society and will automatically be displayed here.

Associate Plant Society Dues 275.00
Dues for Individuals (0.00 x 2 individuals) 0.00

Order Total \$275.00
Payment Amount \$0.00
Amount Due \$275.00

PAYMENT INFORMATION

Payment Method Purchase Order
PO Number N/A

APPLICATION QUESTIONS/ANSWERS

Check Number 1234

Amount of this check 275

Total number of members 100

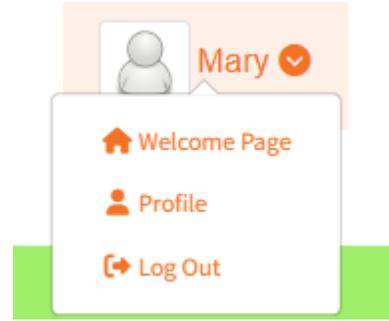
Do you want Membership Cards? If "yes" they will be mailed to the Organization address on file. No

Are you continuing as Primary/Billing Contact for the next year? Yes

PRINTER-FRIENDLY INVOICE

OPTION 2: Follow the instructions for Option 1.

- After printing the confirmation page, click on the down arrow next to your name and select Welcome Page
- Select ORG PROFILE tab



Home | Profile | **Org Profile**

WELCOME TO THE MEMBERS ONLY SECTION

The information displayed is the **OFFICIAL information** that is currently in the file for the organization. If the information is correct go to the Individuals tab.

To update the Organization record click on the Edit Profile button.

A screenshot of the 'ZINNIA GARDEN CLUB' profile page. The page has a blue border and a green header. At the top right is a 'MY PROFILE' button. Below the header are three tabs: 'Contact Info', 'Individuals', and 'Additional Org Information'. The main content area is titled 'Zinnia Garden Club' and has an 'EDIT PROFILE' button. It is divided into three sections: 'Address', 'Contact', and 'Membership'.

Address		Contact	
PO Box 123		Phone	555-555-1212
Anytown, CA 12345		Email	janesjunk728@gmail.com
United States			

Membership	
Type	Garden Club (1 year)
Expiration	07/01/2025
Tax Exempt	Yes

Update any field as needed. Please note you CANNOT change the Organization (Company) Name and we do not track/save LinkedIn or X (Twitter) links. Add a website or Facebook URL if you have one and it is not listed.

EDIT PROFILE ZINNEAGARDENCLUB

Company Name *

Zinne Garden Club

Name Sort *

Zinne Garden Club

Phone

555-555-5121

Fax

Email

swift@test.com

Website

LinkedIn URL or Handle

X (Twitter) URL or Handle

Facebook URL or Handle

Address Line 1

PO Box 235

Address Line 2

City

Anytown

State

California

Zip (Postal Code)

Country

United States

NO

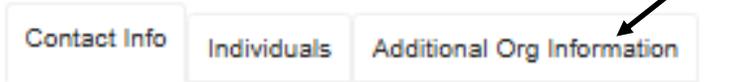
Also update all work address records for associated individuals to the address above?

UPDATE PROFILE

CANCEL

Be sure to click UPDATE PROFILE

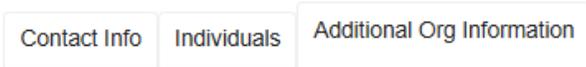
To edit/update general organization information select Additional Org Information tab



On this screen you can add/edit/delete any of the information EXCEPT the District

ZINNIA GARDEN CLUB

MY PROFILE



Please update or correct any of the following information

District <input type="text" value="ARBORETUM"/>	Meeting Place (Venue Name) <input type="text" value="Anytown Community Center"/>
Meeting Place Street Address <input type="text" value="456 Central Avenue"/>	Meeting City <input type="text" value="Anytown"/>
Meeting Place Zip Code <input type="text" value="12345"/>	Meeting Day <input type="text" value="1st Thursday"/>
Meeting Start Time <input type="text" value="10 A.M."/>	Organization Description (please be brief) <input type="text" value="We love flowers!"/>
Youth Group Sponsor (1=Yes; 0=No) <input type="text" value="0"/>	Youth Sponsor Type <input type="text" value="SELECT ONE"/>
Youth Groups (Name, Age Level, #participants) <input type="text"/>	

If you sponsor a Youth Group, update the information displayed as needed. If you no longer sponsor a group, change the Sponsor field to "0" and delete the group information.

If you have a NEW group submit the Youth Registration Form - NEW Group (from the Forms menu)



ALL additions/updates/corrections/deletions will automatically update the existing record once submitted. Records can be updated/corrected at any time.

INDIVIDUALS TAB: Edit/update the Organization officers (Presidents & Treasurers only)

ZINNEA GARDEN CLUB

Contact Info **Individuals** Additional Org Information

You are the Billing Contact for this organization.

Status

Active

ADD NEW

Show 50 entries

	↑↓ ID	↑↓ Last Name	↑↓ First Name	↑↓ Relationship	↑↓
 	827	Taylor	Mary	Organization Officer	
  	832	Anderson	Jennifer	Organization Officer	
  	834	James	Sarah		
  	833	Smith	John		

- If the Officer listed is continuing for another term, edit the existing information by clicking on the **ORANGE** pencil icon. When the record opens select Edit Profile

JENNIFER ANDERSON

[Back to Individuals](#)

ORGANIZATION PROFILE

MY PROFILE

Contact Info Settings

Jennifer Anderson

EDIT PROFILE

Primary Address

52 Circle Court
Anywhere, CA 23456
United States

Contact Info

Phone 555-555-5121
Email jmckee32259@gmail.com

Organization

Zinnea Garden Club
Co-Treasurer 2025-26

Membership

Type Garden Club
Expiration 07/01/2025

Update the title to the new club year (2025-26) and email address if needed. Click Update Profile.

EDIT PROFILE JENNIFER ANDERSON

Prefix First Name * Middle Last Name *

Informal Name Relationship

Title Organization Name *

Email * CC Email ?

Website LinkedIn URL or Handle

X (Twitter) URL or Handle Facebook URL or Handle

NO Can Edit Individuals

UPDATE PROFILE CANCEL

Update/correct other information as needed using the GREEN pencil icon. You can ADD information such as phone numbers using the ADD NEW button.

Addresses ADD NEW

Type	Address	City	State	Country	Primary	
Home	52 Circle Court	Anywhere	CA	US	★	 

Phone Numbers ADD NEW

Type	Phone	Primary	
Home	555-555-5121	★	 

NO Can Edit Individuals

- If an Officer listed is retiring, click on the **RED "X"** (in circle) to make that individual INACTIVE.
 - The PRIMARY cannot be made inactive
- To add new officer click on the **ADD NEW** button, complete and submit the form.

Contact info Individuals Additional Org Information

You are the Billing Contact for this organization.

Status
Active

ADD NEW

Show 50 entries Search:

	ID	Last Name	First Name	Relationship	Can Edit Individuals	Active
	806	Smith	Carol	Organization Officer	Yes	Yes
	807	Johnson	Jane	Organization Officer	Yes	Yes

PREVIOUS 1 NEXT

ADD NEW

Ignore the "dues rate type" and click on Next

ANNUAL RENEWAL - GARDEN CLUB

The Organization Code you entered has been applied!

- To add a **NEW** individual (*President/Co-President; Treasurer/Co-Treasurer ONLY please*) complete the form below and submit.
 - The address automatically displayed in CONTACT INFORMATION is the current **OFFICIAL** organization address on file.
 - If the new officer does **NOT** use the official address, enter their home or preferred contact address in the Address, City, State, Zip Code fields.
 - If the new officer **DOES NOT HAVE EMAIL** use **YOUR** email address as a temporary placeholder.
 - When the "Duplicate Account" message appears, click **CANCEL** and continue completing the form.
- To add **additional NEW** individuals, click on the **Add a Member to this Organization** button
- Be sure to mark outgoing officers as **"INACTIVE"**. Click on the circled **RED X** next to their name in the Individuals tab.
- Please **IGNORE** any reference to **Organization Code**.

MEMBERSHIP DUES

Your Dues Rate Type is: Garden Club (1 year) \$0.00

NEXT ↓

CONTACT INFORMATION

PAYMENT DETAILS

Type in all pertinent information. NOTE: If the individual does NOT have an email address, please use your email address to create the account. It is a “placeholder” for Username.

- NOTE: the form automatically populates the mailing address with the Org mailing address. Replace with the officer’s home address if not using an official Organization address.

Edit/update the following information as needed.

MEMBERSHIP DUES	
CONTACT INFORMATION	
Email *	Re-enter the email address *
<input type="text"/>	<input type="text"/>
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Title (include appropriate year)	Organization Name *
<input type="text"/>	Zinnia Garden Club
Address Line 1 *	City *
PO Box 123	Anytown
State *	Zip Code *
CA - California	12345
Phone Number *	
555-555-1212	
Include me in CGCI Member Directories (Viewable only in the Members Only Section) *	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="NEXT ↓"/> <input type="button" value="PREVIOUS ↑"/>	

Always select “Yes” for CGCI Member Directories. The Directories are available ONLY to CGCI Member Organizations and are viewable only upon login to a valid account.

Click on Next and then SUBMIT.

To continue editing select one of these options

Or if finished Log Out

[Back to Individuals](#)

SECTION 3: INDIVIDUALS NOT the PRIMARY/BILLING CONTACT.

Once logged in the Welcome Page will open

Home | Profile

WELCOME TO THE MEMBERS ONLY SECTION

If the **Org Profile** tab **IS** displayed you are the **PRIMARY/BILLING CONTACT**.
You can:

- **PAY DUES**
 - **ANNUAL RENEWAL** - Clubs/Associate Plant Societies
 - **ANNUAL RENEWAL** - Affiliates
 - You can also **UPDATE** Contact Information after submitting the Dues Form (click on **Org Profile**)
- **UPDATE** Contact Information **ONLY**:
 - click on **Org Profile** tab

If the **Org Profile** tab is **NOT** displayed you may update your **PERSONAL PROFILE**.

- Click on **Profile** tab and edit as needed.

Need assistance? Select **HELP!** from the menu to access the Members Only Handbook

Reminders

Your membership expires 07/01/2025.

If you click on the ANNUAL RENEWAL link you will receive the following message:

You cannot renew this membership as you are not the billing contact for your organization. Only the billing contact can renew membership.

Click on **Profile** to open your personal record

JENNIFER ANDERSON

Contact Info Additional Contact Information Settings ▾

Jennifer Anderson EDIT PROFILE

Primary Address
935 Center Street
Anytown, CA 23456
United States

Contact Info
Phone 555-555-1234
Email jmckee1276@gmail.com

Organization
Zinne Garden Club
Co-Treasurer 2025-26

Membership
Type Garden Club
Expiration 07/01/2025

Addresses ADD NEW

Type	Address	City	State	Country	Primary	
Home	935 Center Street	Anytown	CA	US	★	 

To edit the Contact Info use the “Edit Profile” button

Or the GREEN pencil icon

Under the **Settings** tab you can update/change your login information (as needed), email settings and directory settings

JENNIFER ANDERSON

Contact Info Additional Contact Information Settings ▾

Please update the following information if needed

Login Info
Email Settings
Directory Settings

District

SELECT ONE OR MORE

Login Info

Contact Info Settings ▾

Leave passwords blank to keep your current password.

Username * ⓘ

Jennifer Anderson

New Password ⓘ

New Password

Confirm New Password ⓘ

Confirm New Password

Password criteria

- case-sensitive
- 8-40 characters long
- contain at least one number
- contain at least one letter
- only contain the following special characters: @ \$! # %

Email Settings

CGCI's general mailing list is for official notifications only - invitations to board meetings and conventions that are open to club officers and/or members, minutes of those meetings and any other announcements that would benefit member organizations.

Contact Info Additional Contact Information Settings ▾

Email Settings

YES NO SUBSCRIBE me to your general mailing list ⓘ

Directory Settings

NOTE: All Presidents and Treasurers currently listed in the database were automatically included in **Member Only** directories. All Member Only **directories are viewable ONLY to CGCI member organizations logged in to a valid account.**

Public organization information (meeting places, dates, times and contact) is used to populate the Organization Locator. Email addresses and phone numbers included in the Org Locator are those provided/approved by the Organization for contact purposes.

Include me in Online Directories

- All Directories Members Only None

Display email address in

- All Directories Members Only None

Display phone number in

- All Directories Members Only None

SECTION 4: DUES PAYMENT-ADDITIONAL MEMBERS

DUES FORM - ADDITIONAL MEMBERS

The periodic Additional members dues form can be submitted by either the treasurer or president.

- Insert the number of additional members in "Members Added" box.
 - Tab to "Total" box and the dollar amount will automatically be calculated.
 - The "Total Members to Date" is total of ALL members including those paid for with this invoice.
- Once form is submitted, there will be a printable confirmation receipt
 - Print two (2) copies - one to mail with check, one for your records.
 - Mail form and check (**payable to CGCI**) to: CGCI Membership Chairman, Nina Blonski, 5050 traverse Creek Road, Garden Valley, CA 95683

Organization Name *

Organization Type *

Garden Club

Associate Plant Society

Clear Selection

Enter number of members added

Members added *	Total	Check # *	Total Members *
<input type="text" value="5"/>	<input type="text" value="\$13.75"/>	<input type="text" value="235"/>	<input type="text" value="50"/>

@ \$2.75

The total \$ amount due is automatically calculated.

First Name *

Last Name *

Email Address *

Payment method is "Mail a check"

Click submit .

Payment Information

Amount to Charge :

Payment Method:

Name on Card:

Card #:

Expires:

PO #:

SUBMIT FORM

A confirmation message and a printable receipt is generated

DUES FORM - ADDITIONAL MEMBERS SUBMITTED SUCCESSFULLY

Thank you. The form has been submitted. Don't forget to mail the check!

Purchase order number: N/A, amount due is \$13.75.

You responded to this form on Monday, 1/13/2025 10:51 AM (CT) as follows:

Organization Name: Zinnia Garden Club

Organization Type: Garden Club

Members added: 5

Total: \$13.75

Check #: 235

Total Members: 50

First Name: Carol

Last Name: Smith

Email Address: j: carol@yahoo.com

Response ID: 31

Invoice Number: 4

[DISPLAY PRINTABLE RECEIPT](#)

SECTION 5: DIRECTORIES

Select Directories from Menu to see options available

Directories are intended to assist clubs, districts or CGCI board members obtain information for year-books, newsletters or other official purposes or to locate specific organizations or individuals.

Directories are restricted to members with password access.

The CGCI Board Members Only is restricted to the CGCI board of directors.

The Organization Locator is public and there is also a link on the CGCI website Home Page.



Example: To locate a list of all member organization in a specific District select either District List only or with Contacts

A screenshot of a search form titled 'ORGANIZATION LOCATOR'. The form has a text input field with the placeholder text 'To view the member organization in District'. Below the input field is a dropdown menu with the following options: Humboldt, Luther Burbank, Mendo-Lake, Montana de Oro, Orange County (highlighted), Palms to Pines, and [select one]. Below the dropdown menu are two buttons: 'SEARCH' (orange) and 'RESET FORM' (grey).

The "List only" returns:

SEARCH RESULTS (16)
A Land Lovers Garden Club
Anaheim Garden Club
Del Norte Garden Club of North Orange County http://Www.delnortegardenclub.com
Huntington Harbour Garden Club
Huntington View Garden Club
Laguna Beach Garden Club, Inc. https://www.lagunabeachgardenclub.org/

"With Contacts" returns the list of clubs with presidents and treasurers full contact information.

These two Directories are intended to provide a current/updated list of CGCI board members:

- The first is a list of names, emails and phone numbers with all board positions held.
- The second is list with full contact details.

CGCI BOARD OF DIRECTORS (LIST ONLY)

You can search by name, position, chairmanship or committee.

A search for District Directors

Returns a list:

SEARCH RESULTS

BELTZ, ELLIN
BOARD POSITION: District Director / Humboldt
CHAIRMANSHIP:
COMMITTEE MEMBER:
ellin@yahoo.com, (555) 555-1234

BIRD, NANCY
BOARD POSITION: District Director / Arboretum
CHAIRMANSHIP:
COMMITTEE MEMBER:
nancy@gmail.com, (555) 555-2345

- To find an individual: enter First or Last name, then click on **Search**
- OR view lists
 - by Position
 - by Chairmanship
 - by Committee membership
- For a complete list of all Board members, click on **View All Records**
- **NOTE:** Each list is alphabetical by last name

First Name

Last Name

Position

Chairmanship

Committee Members

SEARCH **RESET FORM** **VIEW ALL RECORDS**

CGCI BOARD OF DIRECTORS (FULL CONTACT INFORMATION)

A search in the Directory with contact information returns mailing address, phone number and email along with board positions, chairmanships and committee membership.

To get a copy of this Handbook, click on Help on the Menu

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Jennifer ✓

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