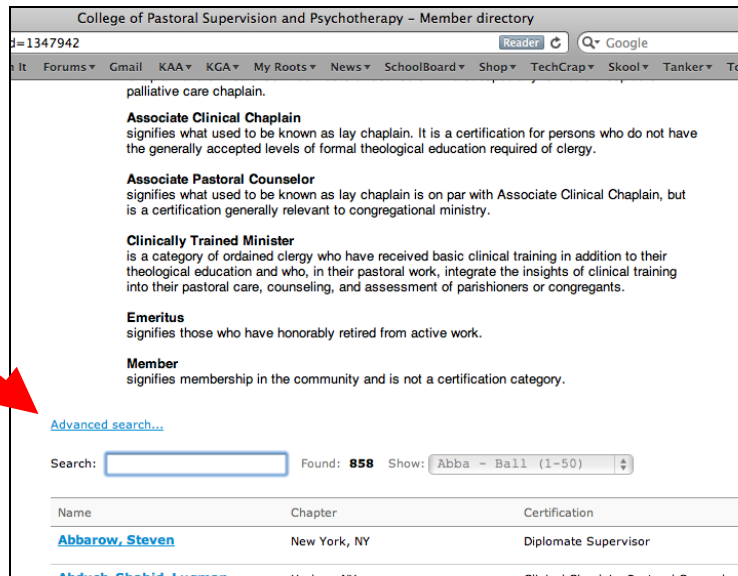


ADVANCED SEARCH OPTION on cpspdirectory.org

1. Go to our website (cpspdirectory.org).
2. Click on Directory, in the menu on the left side of the screen.
3. Once you're on the Directory page, scroll down towards the bottom of the page until you see the link for "Advanced search..."



4. Click on "Advanced search..." and the Directory page will re-load. Scroll down again toward the bottom of the page. You will see that there are now several options to choose from for completing an advanced search, as you can search by First Name, Last Name, Chapter, Certification(s), etc.

The screenshot shows the advanced search form. It includes fields for First name, Last name, CPSP Chapter, Certification(s), Company/Organization, State/Province/Territory, and Chapter Convener. A red arrow points to the 'Chapter Convener' dropdown menu, which is set to 'All of selected'. There is a checkbox for 'Convener' which is checked. A 'Search' button and a link to 'Go to simple search' are at the bottom. A footer contains copyright information for 2012 CPSP and contact details.

5. To get a list of all Chapter Conveners, select "All of selected" in the drop down menu and check off "Convener". Click 'Search'. You will then have a list of the Conveners' names. The results will come to you in alphabetical order, by Last Name.
 - a. If you do not see the Chapter Convener's name you are looking for a specific chapter, please email me for assistance at cpspadmin@gmail.com