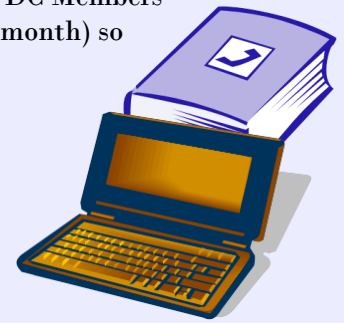


# The BVDC Online Directory

**What is it?** The BVDC Online Directory contains contact information for all Active BVDC Members (except for those who asked not to be posted). It is updated monthly (around the 1st of the month) so it is more current than the Paper Directory which is printed only once a year. The Online Directory is available through the Internet. You must have an Internet connection to use it. After you login to the Directory:



- ◆ You can look up Individual Listings or scroll through the Full Directory.
- ◆ You can check your own listing(s) and see when your membership expires.
- ◆ You can usually send an email to the member by clicking their email address
  - The email address will be "live" for most browsers - just click and it will launch an email.
  - If the email address is not "live" in your browser, just copy/paste it into the "To:" line of your email.
- ◆ You can print the Full Directory pages, but since all printers render pages differently, the format may not be “pretty”, for example some listings may be split between two pages.

**Who has access to the Online Directory?** All Active Members will receive their personal Username/Password. Members must logon with these credentials each time they use the Online Directory. The Username/Password will remain active so long as the member renews their membership by March 1 each year. On March 1 of each year, all non-renewed members will lose their Username/Password. Late renewing members will receive a new Username/Password as soon as their renewal is processed.

**How do I get my Username/Password?** They will be emailed or mailed to you when you renew for the current member year. The renewal window starts on October 1 each year; new member window opens January 1.

**Can I change my Username to something I like better?** No. Usernames are controlled by the BVDC Database Administrator and can not be changed by the member for security reasons.

**Can I change my Password?** Yes. After you logon with your existing Password, you can click on the "Change Password" link at the top of the page to change to a more friendly password.

**What if I forget my Username and/or Password?** Your username is your email address in the BVDC Directory. You can reset your password and get a new, system-generated password by clicking on the “I Forgot My Password” link on the sign-in page. Or you can email [BobbiBVDC@DSFGroup.org](mailto:BobbiBVDC@DSFGroup.org) and we will delete your existing credentials and issue you a new Username/Password. Passwords are encrypted in the Logon Database so even we can't tell you what your password is if you change it.

**How do I get to the BVDC Online Directory?** Go to the BVDC website ([www.bvdc.org](http://www.bvdc.org)) and click on the light blue link in the left corner above the pony which says: “BVDC Online Directory Login - CLICK HERE.” The “Click Here” link *takes you to secure pages on a different website that can only be accessed by your Username/Password.* That website, [carriagedrivingvolunteers.org](http://carriagedrivingvolunteers.org), also provides many BVDC pages that do not require a sign on. You can make this direct link to the Online Directory a favorite: <http://carriagedrivingvolunteers.org/Account/BVDCListing.aspx>

**How can I get help using the Online Directory?** Email [BobbiBVDC@DSFGroup.org](mailto:BobbiBVDC@DSFGroup.org) and explain your problem as clearly as you can. Bobbi will usually get back to you within 24 hours (unless she's at a horse show!).

**Why am I redirected to Shutterfly when I go to [www.bvdc.org](http://www.bvdc.org)?** The BVDC homepage and a lot of the other BVDC pages ride on a sub-site of the Shutterfly website. Shutterfly provides some nice (and easy!) tools for maintaining our website pages so that we don't need a web programmer to do the job.

**Do I have to sign in to Shutterfly?** No. You do not have to sign in to Shutterfly to use the BVDC website or the BVDC Online Directory. Leave the Shutterfly signin boxes blank - Your BVDC Username and Password will not work in them anyway.

**Why am I redirected to [CarriageDrivingVolunteers.org](http://CarriageDrivingVolunteers.org) when I click on some of the BVDC links?** [CarriageDrivingVolunteers.org](http://CarriageDrivingVolunteers.org) is a private website owned and operated by our Membership Chair, Bobbi Hager. Bobbi also uses that site to support her volunteer activities. It is safe!