Women's Council of the Dallas Arboretum and Botanical Garden

Online Membership Directory

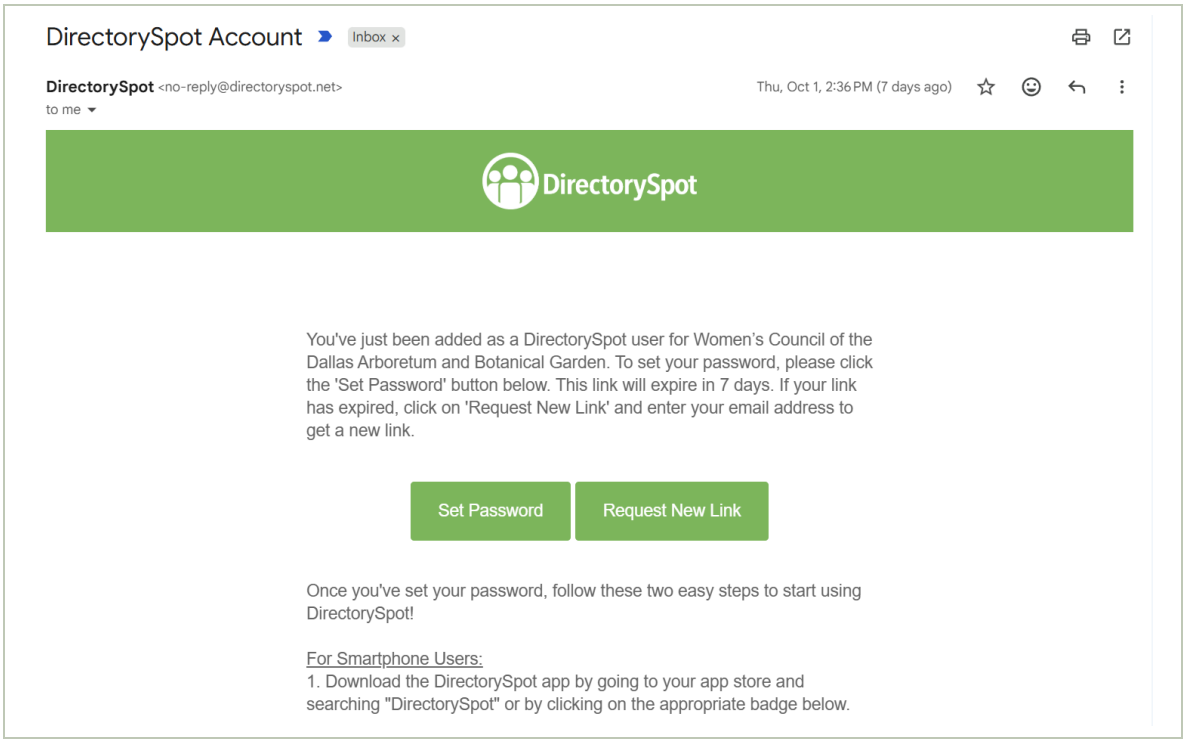
How to Set Up Your Account and Log In

Our membership directory is hosted on **DirectorySpot**. You will receive an invitation email from DirectorySpot (no-reply@directoryspot.net) with the subject line "DirectorySpot Account." Follow the steps below to set your password, log in, and find fellow members.

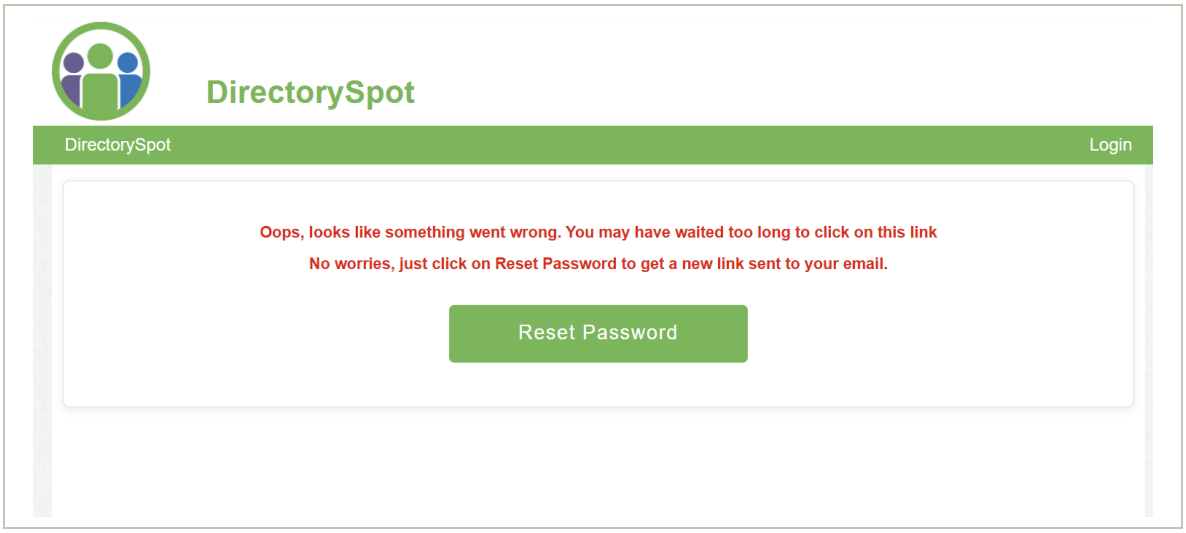
> **Please note:** The link in your invitation email expires after 7 days. If your link has expired, click **"Request New Link"** in the email and enter your email address to receive a new one.

Part 1: Set Your Password

Step 1 Open the invitation email from DirectorySpot and click the **"Set Password"** button.

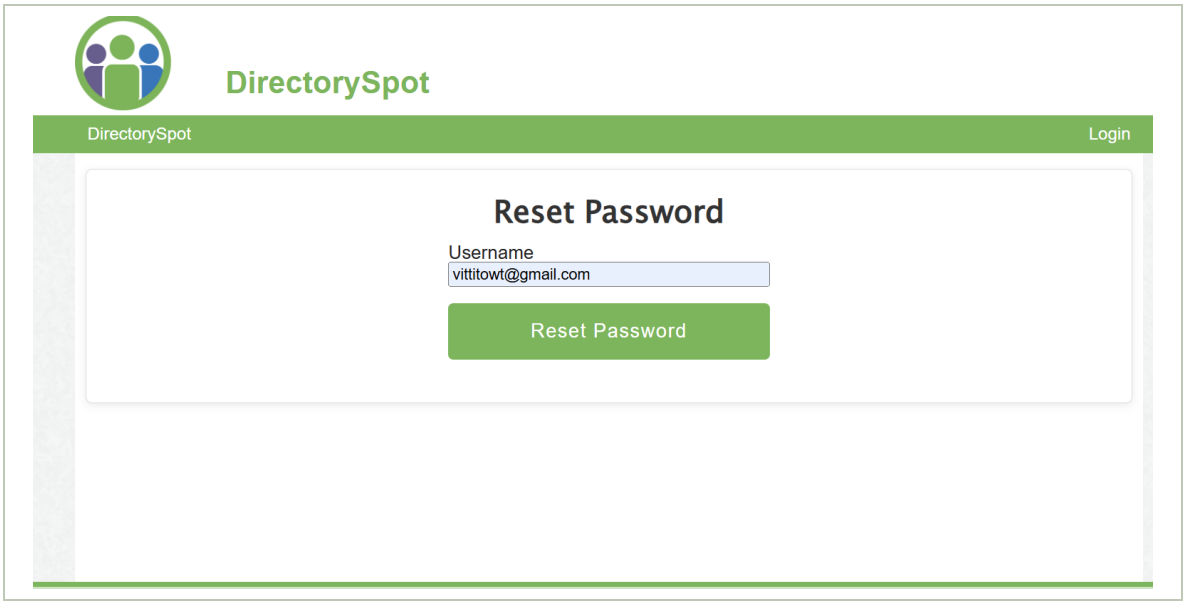


Step 2 A login page will appear. Click the **"Reset Password"** button.

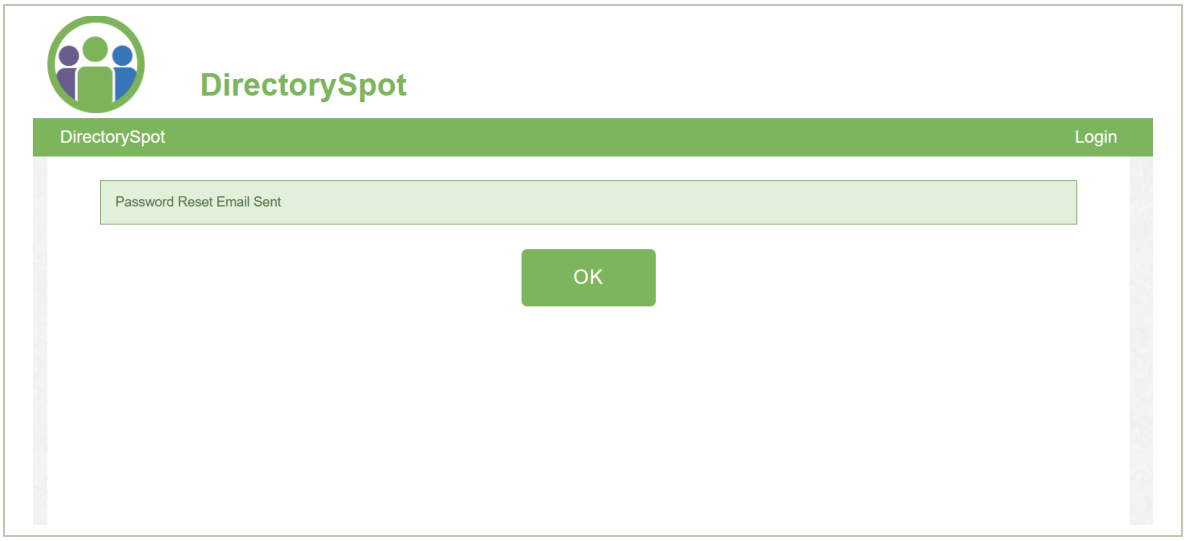


Step 3 Enter your **Username**, then click **"Reset Password."**

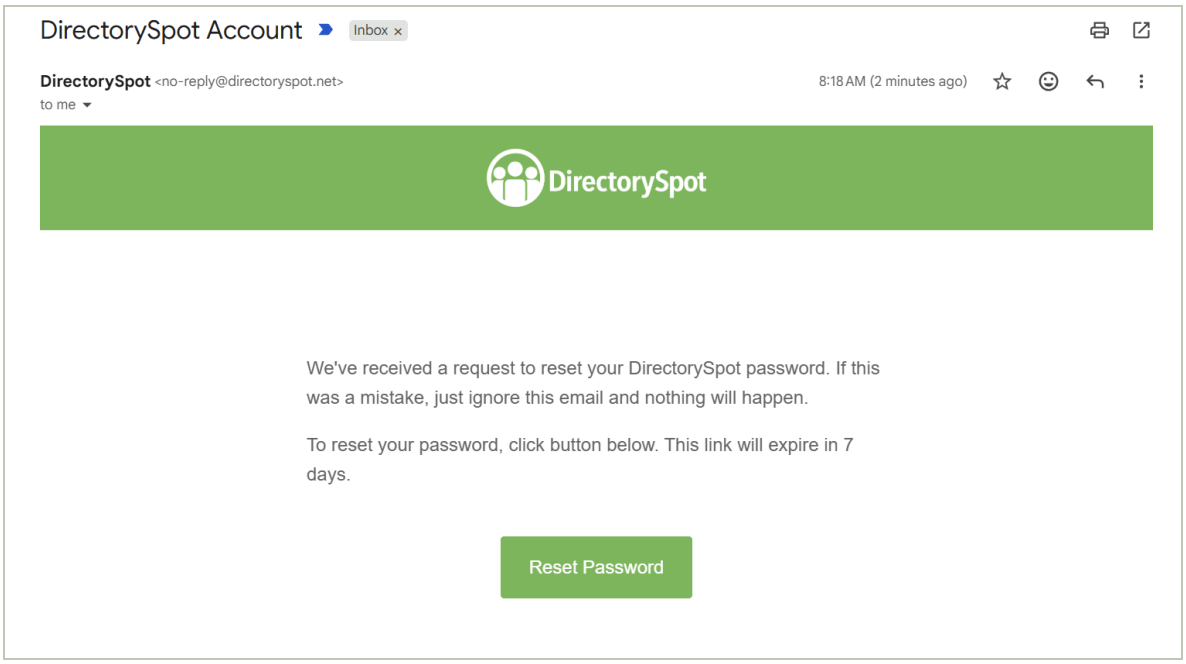
Your Username is your email address: the same address your invitation link was sent to.



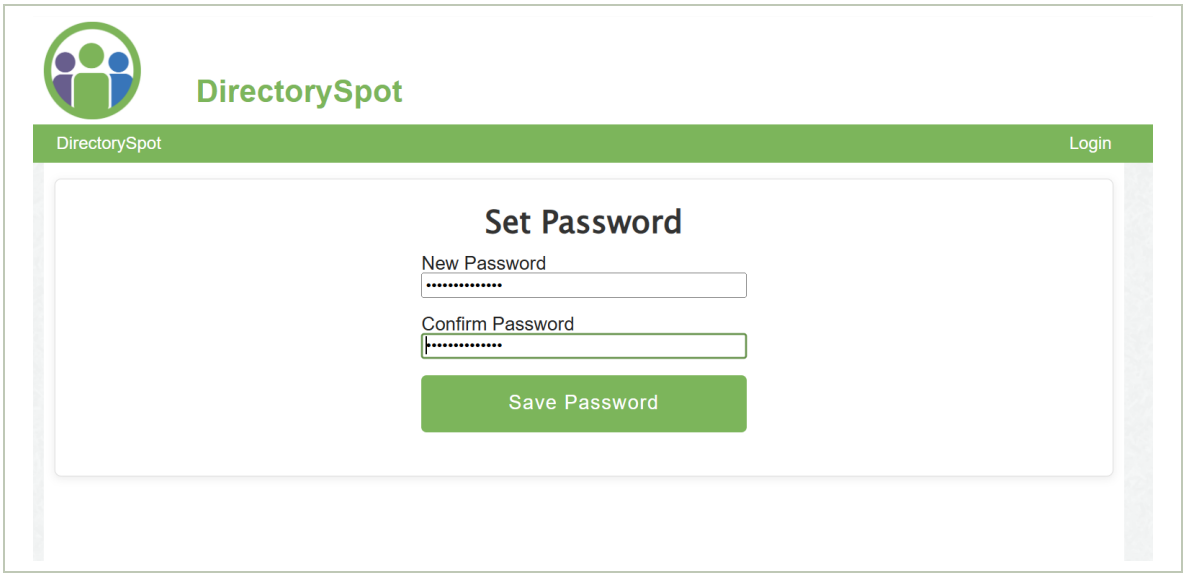
Step 4 You will see a confirmation that a password reset email has been sent.



Step 5 Go to the email account associated with your Username, open the password reset email, and click the **"Reset Password"** button.



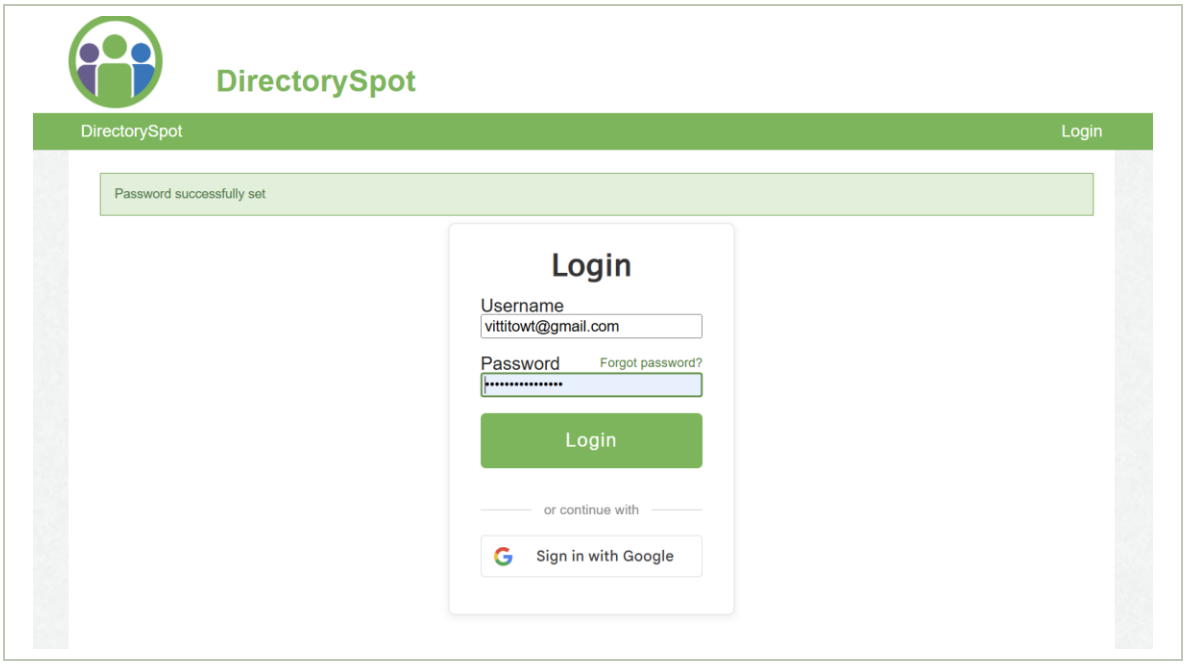
Step 6 Enter and confirm your personal password, then click **"Save Password."**



Part 2: Log In and Search the Directory

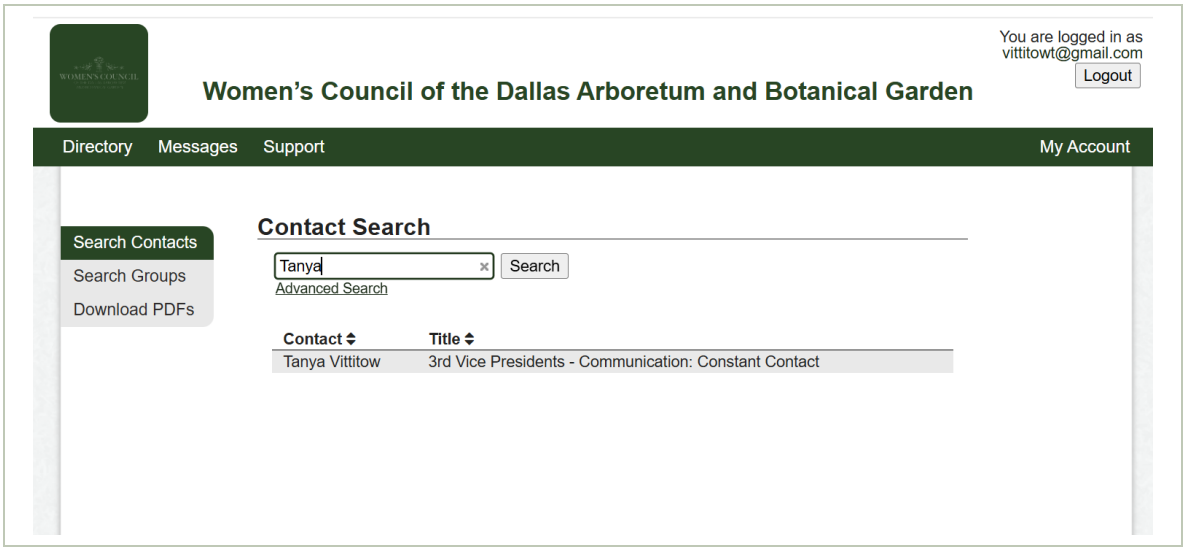
Step 7 Enter your Username and Password, then click **"Login."**

You may also choose "Google" if it is available and you prefer that option.



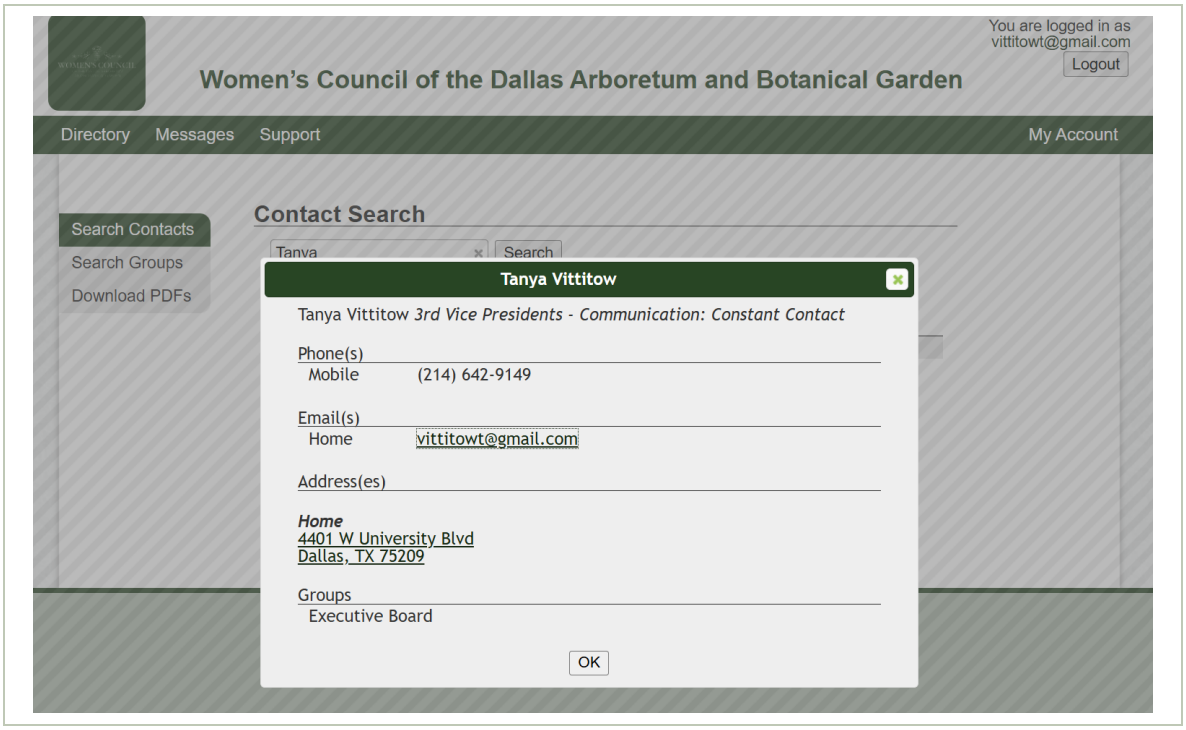
Step 8 The Directory home page will appear.

Step 9 Search for members by **Name** or **Title**.



Step 10 Click a member's name to view their contact information.

This is the standard information currently available. Please allow up to 14 days for newly submitted information to appear online.



Part 3: Update Your Contact Information

If any of your own contact information needs to be changed, please submit your update using the form below:

Change of Contact Information Form

Updates may take up to 14 days to appear in the online directory.