




ASSOCIATE REPRESENTATIVE/ASSOCIATE FORUM


Instructions for contacting all Associate members using the on-line directory

After logging-in to the directory at www.igfoa.org, , click on "SEARCH" at the top menu bar, then go to the drop down list next to "Use a Saved Search". There you will see several lists, those specifically for Associate members are:

- **Associate Members=Individual** will generate a list of Associate members that joined under the Individual Associate dues option
- **Associate Members=Sponsoring** will generate a list of Associate members that joined under the Individual Associate dues option
- **Associate Members=all** will generate a list of all current Associate members
- **Associates Forum** will generate a list of all current members of the Associates Forum

Once you have highlighted a list, click on  to view the list.

To send a broadcast email to the entire list, click on  **CONTACT** in the right hand corner just above the list. Fill in the boxes at the

Contact Center page and click on  to send your message.