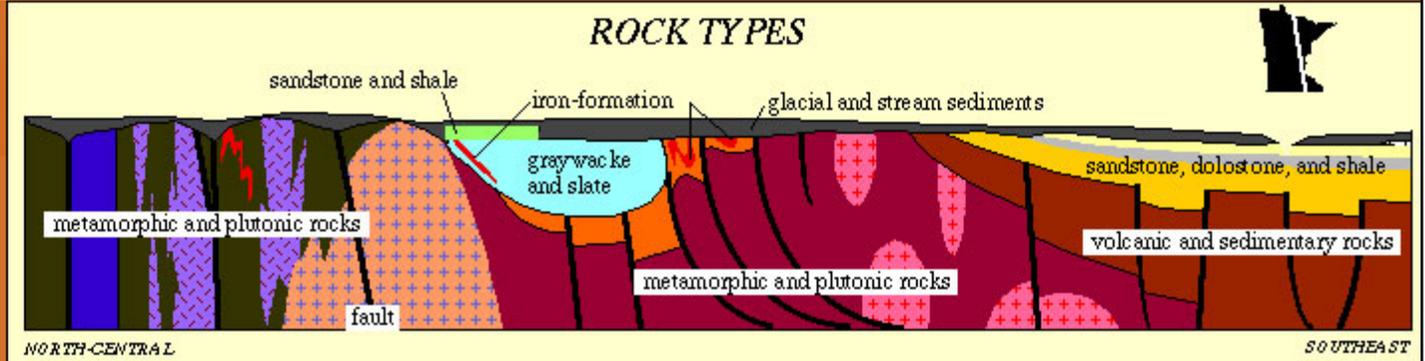


David & Joan

I have the Address Book and Video Library on the GSM web site at <http://gsmn.geosocmn.org/>

The screenshot shows the website for the Geological Society of Minnesota. At the top left is the society's logo, which includes a map of Minnesota and the text "GEOLOGICAL SOCIETY OF MINNESOTA" and "1938". To the right is a geological cross-section diagram titled "ROCK TYPES" showing various rock layers and a fault. The layers are labeled: "sandstone and shale", "iron-formation", "glacial and stream sediments", "metamorphic and plutonic rocks", "metamorphic and plutonic rocks", "volcanic and sedimentary rocks", "granite and slate", and "sandstone, dolomite, and shale". Below the diagram is a navigation menu with items: Home, Events, Members, Link, Outreach, About Us, and Contact. The "About Us" menu is open, showing options: GSM History, GSM Organization Information, MISSION, Login, and Logout. A "View" and "Edit" button is visible. Below the menu is a "Welcome to the Geological Society of Minnesota" section with introductory text. At the bottom is a "GSM Seminars" section with text about public seminars.

Click "About Us"
Then
Click "Login"

[Home](#)[Events](#)[Members](#)[Link](#)[Outreach](#)[About Us](#)[Contact](#)

User login

User: Board Member

Password: GSM board1

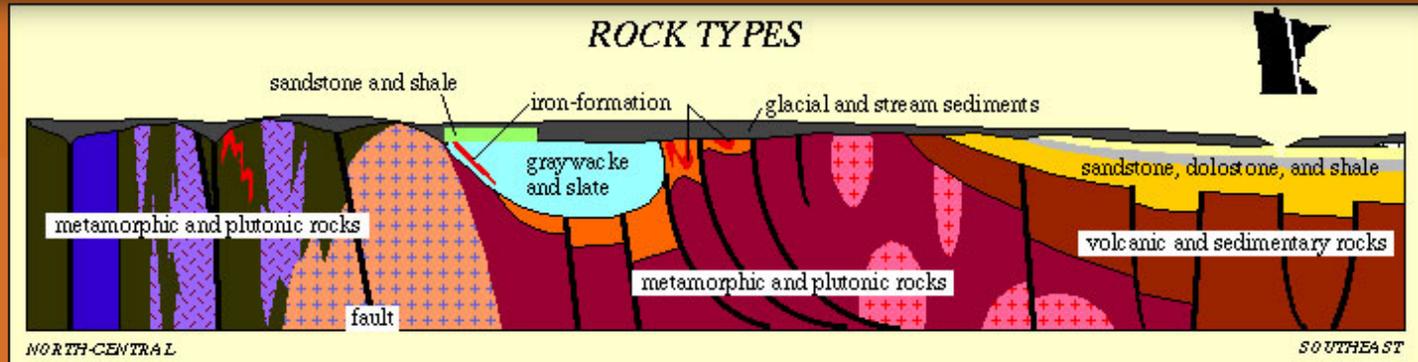
Username *

Enter your Geological Society of Minnesota username.

Password *

Enter the password that accompanies your username.

+

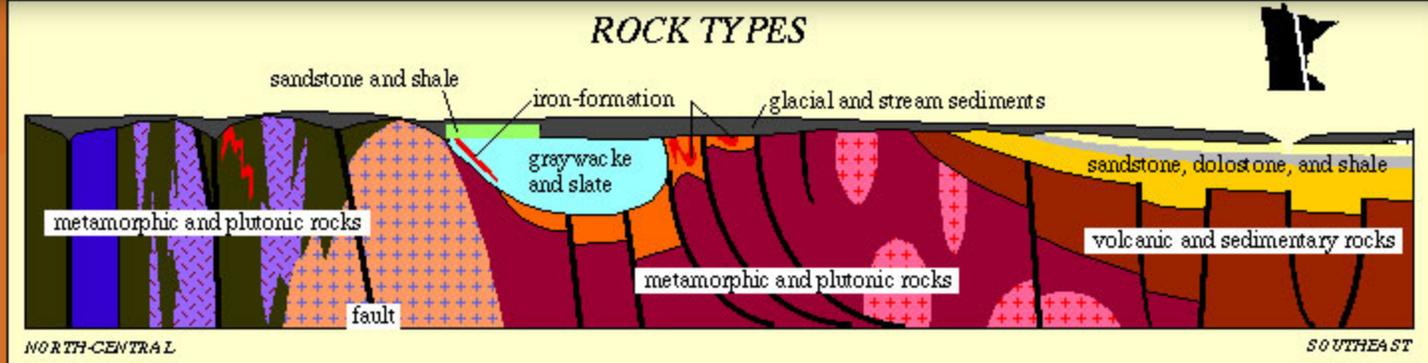


- [Address Book](#) ▾
 - [Add Item](#) ▾
 - [GSM Board Documents](#) ▾
 - [GSM Video Library](#) ▾
 - [List Event Notices](#)
- [Home](#)
 - [Events](#) ▾
 - [Members](#) ▾
 - [Link](#)
 - [Outreach](#) ▾
 - [About Us](#) ▾

Board Member

- [View](#)
- [Edit](#)
- [Track page visits](#)

Click down arrow next "address Book"



- Address Book
- Add Item
- GSM Board Documents
- GSM Video Library
- List Event Notices
- Link
- Outreach
- About Us

- Address Book Active
- Address Book All
- Address Book Inactive
- Add Address Book Entry
- Address Book Export

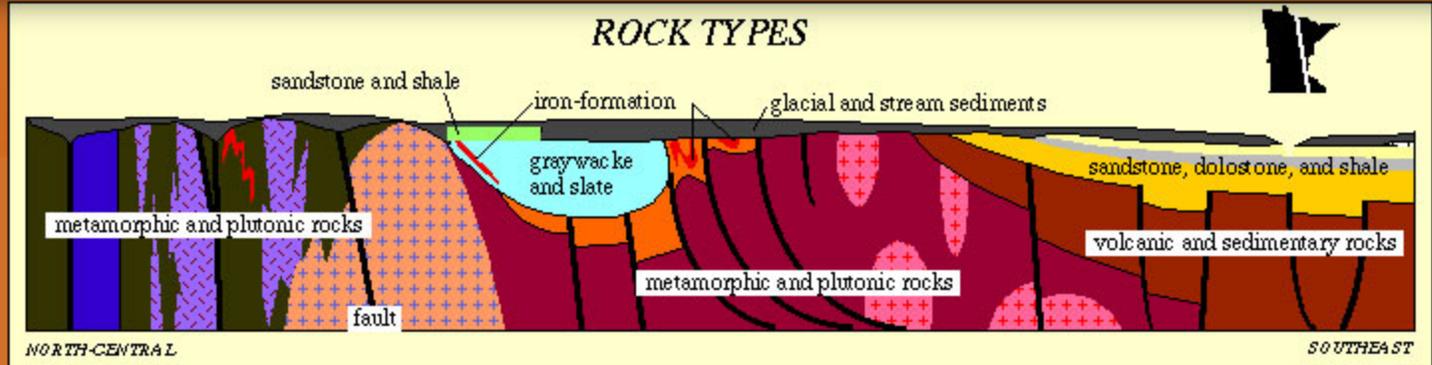
There are three methods to display and update the Address Book using the tabs under the dropdown Address Book. The tabs allow update/display Active, All or Inactive Address Book entries.

... a public-spirited, nonprofit educational organization that has been in operation since ... promote public interest and supply educational support in the geological sciences. We do ... at the University of Minnesota, conducting statewide and regional field trips, holding ... maintaining a media library, publishing relevant information for public distribution, and maintaining and expanding upon a series of geological markers located throughout the state.

GSM Seminars

GSM's seminars with powerpoint presentations are free and open to the public. They are presented by leading professionals in their fields and are aimed at learners from high school to adult. A question and answer session follows each seminar. The labs, also free and open to the public, allow a hands-on learning experience and demonstrate the ideas and principles of geology and

I am using the tab "Address Book All" for my example below.



[Address Book](#) ▾ | [Add Item](#) ▾ | [GSM Board Documents](#) ▾ | [GSM Video Library](#) ▾ | [List Event Notices](#)

[Home](#) | [Events](#) ▾ | [Members](#) ▾ | [Link](#) | [Outreach](#) ▾ | [About Us](#) ▾ | [Contact](#)

Address Book

The Address Book has six tabs to display different of a record in the address book. The default tab is Mail Address when screen first displayed, where you need to click the other tabs display additional columns.

Address Book All ⚙️ ▾

[Mail Address](#) | [email & Phone](#) | [Dates](#) | [Status](#) | [Notes](#) | [Misc](#)

Show ▾ entries

Allow you change the number line displayed

Search:

	Last Name	First Name	Address 1	Address 2	City	State	Zip Code
7622	Aanonson	Rev. Lawrence	2918 Pierce St. N.E.		Minneapolis	MN	55418
7623	Acamovie	Millie	416 5th Ave SE		Minneapolis	MN	55414
7624	Ahlers	Kathy	4010 Hayes St NE		Minneapolis	MN	55421
7625	Allard, PH.D.	Stephen	P.O. Box 5838		Winona	MN	55987
7626	Allison	Brian	1016 Meadow St		Cologne	MN	55322
7627	Allison	Tom	8351 Mitchell Rd		Eden Prairie	MN	55347
			1754 Cherry Mt				

Address Book All

Mail Address

email & Phone

Dates

Status

Notes

Misc

Show 10 entries

Email & Phone Page

Search:

Last Name

First Name

eMail Address

Main Phone

Aanonson	Rev. Lawrence		(612) 789-2908
Acamovie	Millie	millie.acamovic@yahoo.com	(612) 623-4702
Ahlers	Kathy	ahler002@umn.edu	(763) 789-7143
Allard, PH.D.	Stephen	sallard@winona.edu	(507) 457-2739
Allison	Brian	brian.allison@delanoschools.org	(952) 393-1164
Allison	Tom	tom.bybee@astrazeneca.com	(952) 926-1606
Almstedt	Terry V	mudlark@ktc.com	(830) 990-5076
Alroy	Faye	fayealroy1028@gmail.com	651-341-9126
Amick	Tyler	amickfam@ymail.com	(507) 437-8783
Andersen	Ronald, Sr	roneandersen@juno.com	763-551-1390

Showing 1 to 10 of 677 entries

◀ Previous Next ▶

Address Book All

Mail Address

email & Phone

Dates

Status

Notes

Misc

Show 10 entries

Dates Page

Search:

Last Name	First Name	Date Paid	Expires	Paid	Start Date
Aanonson	Rev. Lawrence	9/8/2009		20	9/8/2009
Acamovie	Millie		9/30/2016		9/15/2015
Ahlers	Kathy	10/10/2005	10/1/2006	20	9/14/2002
Allard, PH.D.	Stephen	12/27/2010			12/27/2010
Allison	Brian	11/1/2016	9/30/2017		4/19/2008
Allison	Tom	12/20/2005	10/1/2006	20	1/7/2006
Almstedt	Terry V	9/6/2005	10/1/2006	20	12/7/2000
Alroy	Faye	11/1/2018	9/30/2019		4/1/2017
Amick	Tyler	10/1/2012	9/30/2013		10/1/2012
Andersen	Ronald, Sr	9/15/2018	9/30/2019		9/29/2009

Showing 1 to 10 of 677 entries

◀ Previous Next ▶

Address Book All



Mail Address

email & Phone

Dates

Status

Notes

Misc

Show 10 entries

Status Page

Search:

Last Name	First Name	Member Status	Renew/new	Video Library
Aanonson	Rev. Lawrence	InActive		No
Acamovie	Millie	InActive		No
Ahlers	Kathy	InActive	Renew	No
Allard, PH.D.	Stephen	InActive		No
Allison	Brian	InActive		No
Allison	Tom	InActive	NEW	Yes
Almstedt	Terry V	InActive	Renew	No
Alroy	Faye	Active		No
Amick	Tyler	InActive		No
Andersen	Ronald, Sr	Active		No

Showing 1 to 10 of 677 entries

◀ Previous Next ▶

Address Book All



Mail Address

email & Phone

Dates

Status

Notes

Misc

Show 10 entries

Notes Page

Search:

Last Name ▲ First Name ◆ Notes

Aanonson	Rev. Lawrence	Sent New Mbr. Letter:
Acamovie	Millie	
Ahlers	Kathy	
Allard, PH.D.	Stephen	Making inactive. Sent last newsletter-August 2012 with note.
Allison	Brian	Checked No to whether wanted email only by email
Allison	Tom	1/7/06 new mbr letter
Almstedt	Terry V	10/04 new address
Alroy	Faye	
Amick	Tyler	Oct, 2012-new member letter/Rocky Roots sent
Andersen	Ronald, Sr	

Showing 1 to 10 of 677 entries

◀ Previous Next ▶

Address Book All



Mail Address

email & Phone

Dates

Status

Notes

Misc

Show 10 entries

Misc. Page

Search:

Last Name	First Name	Joint First Name	Joint Last Name	Other eMail Address	Other Phone	Other_Payment
Bowen	Glen					
Bowles	Allan					
Bradshaw	George					
Brass	James		612-790-1900 (C)			
Bratt	Walter					
Bremer	Chris	Phil	Lorenz			
Brennecke	Charles					
Brick	Greg					
Briese	Anna					
Brink	Susan					

Showing 61 to 70 of 677 entries

◀ Previous Next ▶

Example of Address Book Active works the same as Address Book All

Address Book Active



Mail Address

email & Phone

Dates

Status

Notes

Misc

Show 10 entries

Search:

	Last Name	First Name	Address 1	Address 2	City	State	Zip Code
7629	Alroy	Faye	1630 Bayard Ave		St Paul	MN	55116
7631	Andersen	Ronald, Sr	4205 Comstock Ln. N		Plymouth	MN	55446
7632	Anderson	Joel & Nancy	1565 Quarry Rd #413		Eagan	MN	55121
7634	Anderson/Charles Turner	Cheryl	5745 Upton Ave S		Minneapolis	MN	55410
7637	Arens	Shelly	2389 Western Ave N		Roseville	MN	55113
7638	Arland	Stacy	4018 62nd Ave N		Brooklyn Center	MN	55429
7639	Arneson	Mary Ann	17825 Italy Path		Lakeville	MN	55044
7642	Arthur	Mary Kay	2205 Stroden Circle		Golden Valley	MN	55427
7644	Ayers	Darrell					
7652	Batiza & Jill Karsten	Rodey	17216 Peterborg Rd		Eden Prairie	MN	55346

Showing 1 to 10 of 244 entries

Note: There are only 244 entries

◀ Previous Next ▶

Example of Address Book Inactive works the same as Address Book All

Address Book Inactive



Mail Address

email & Phone

Dates

Status

Notes

Misc

Show 10 entries

Search:

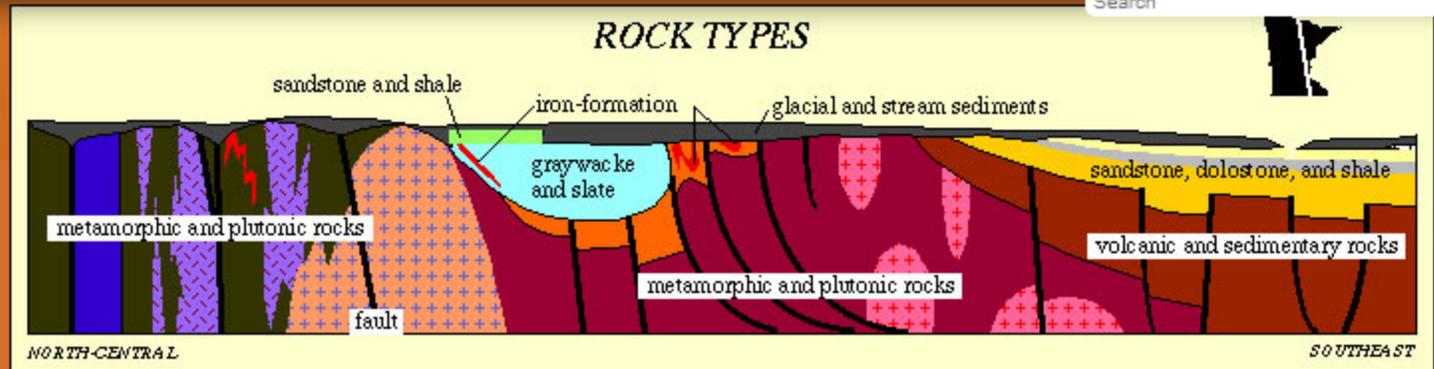
	Last Name	First Name	Address 1	Address 2	City	State	Zip Code
7622	Aanonson	Rev. Lawrence	2918 Pierce St. N.E.		Minneapolis	MN	55418
7623	Acamovie	Millie	416 5th Ave SE		Minneapolis	MN	55414
7624	Ahlers	Kathy	4010 Hayes St NE		Minneapolis	MN	55421
7625	Allard, PH.D.	Stephen	P.O. Box 5838		Winona	MN	55987
7626	Allison	Brian	1016 Meadow St		Cologne	MN	55322
7627	Allison	Tom	8351 Mitchell Rd		Eden Prairie	MN	55347
7628	Almstedt	Terry V	1754 Cherry Mt Loop		Fredericksburg	TX	78624
7630	Amick	Tyler	56915 220 St		Austin	MN	55912
7633	Anderson	Abigail	13 1/2 5th St NE Apt 16		Minneapolis	MN	55413
7635	Andreason	Mark	2085 Walnut Ave.		New Brighton	MN	55112

Showing 1 to 10 of 433 entries

Note: There are only 433 entries

◀ Previous Next ▶

Updating Address Book



- Address Book ▾
 - Add Item ▾
 - GSM Board Documents ▾
 - GSM Video Library ▾
 - List Event Notices
- Home
 - Events ▾
 - Members ▾
 - Link
 - Outreach ▾
 - About Us ▾
 - Contact

Address Book

Address Book All

- Mail Address
- email & Phone
- Dates
- Status
- Notes
- Misc

Show entries

Find the record to update. In this example I typed "joa" in Search box displaying five line items to find your name entry.

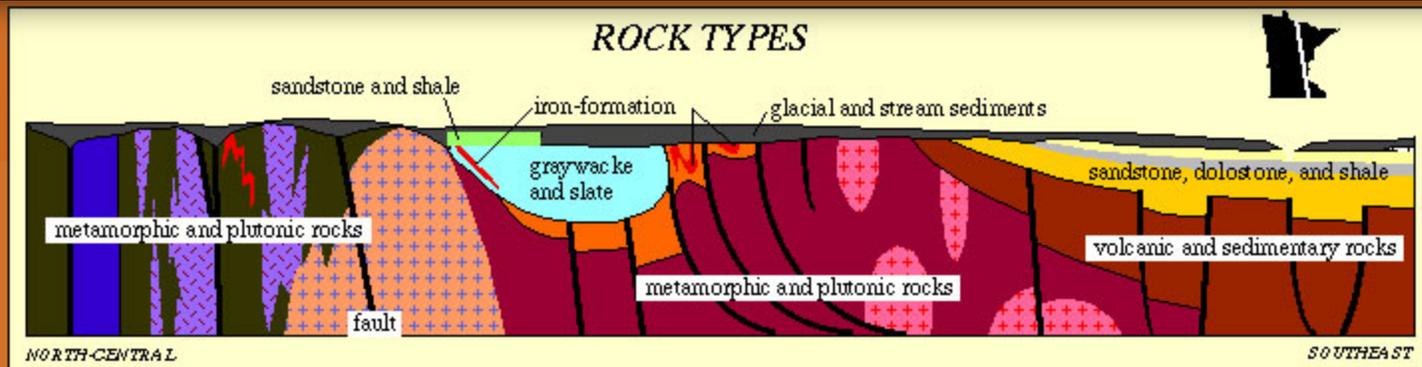
Search:

	Last Name	First Name	Address 1	Address 2	City	State	Zip Code
9284	Kain	Joan	525 Fairview Ave S		St. Paul	MN	55116
9302	Knuttila	Joan	17450 Gettysburg Way		Lakeville	MN	55044
9461	Pierce		350 Oakwood Dr #9		New Brighton	MN	55112
9568	Strobel/Joan Furlong	Randy	54 East Sandra Lee Dr		St. Paul	MN	55119
9579	Takes	Joanna & Jack & Nora	10502 Giant Drive		Eden Prairie	MN	55347

In the Last Name column click the last name of the line you want update.



Updating line item in Address Book *View*



[Address Book](#) ▾

[Add Item](#) ▾

[GSM Board Documents](#) ▾

[GSM Video Library](#) ▾

[List Event Notices](#)

[Home](#)

[Events](#) ▾

[Members](#) ▾

[Link](#)

[Outreach](#) ▾

[About Us](#) ▾

Randy Strobel/Joan Furlong

[View](#)

[Edit](#)

[Track](#)

First Name:

Randy

Last Name:

Strobel/Joan Furlong

Address 1:

54 East Sandra Lee Dr

City:

St. Paul

State:

MN

Zip Code:

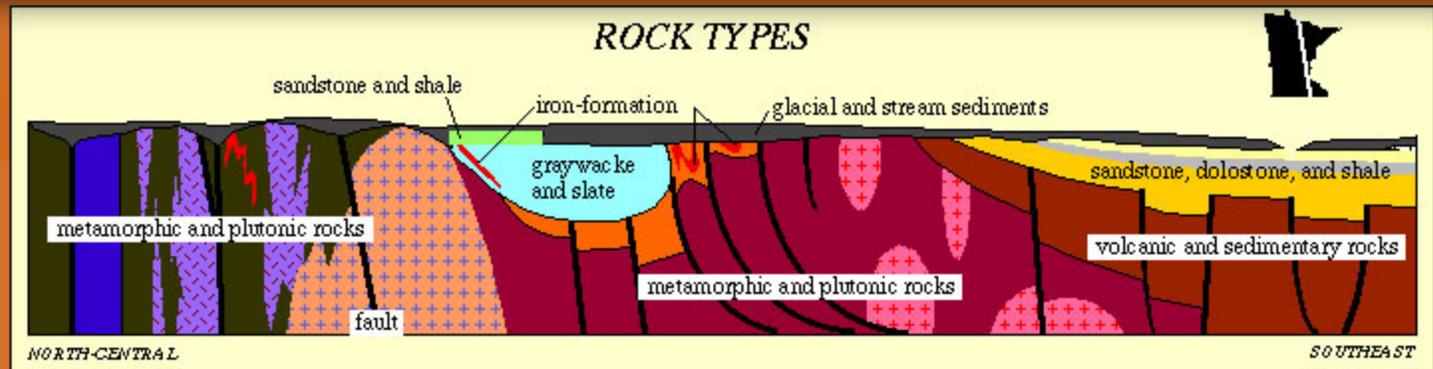
55119

Main Phone:

651-731-0458 (H)

This

Updating line item in Address Book



- Address Book ▾
 - Add Item ▾
 - GSM Board Documents ▾
 - GSM Video Library ▾
 - List Event Notices
- Home
 - Events ▾
 - Members ▾
 - Link
 - Outreach ▾
 - About Us ▾

Randy Strobel/Joan Furlong

Randy Strobel/Joan Furlong

- View
- Edit
- Track

Enter changes

First Name

Randy

Enter first Name

Last Name

Strobel/Joan Furlong

Enter Last Name

Joint First Name

Enter Joint First Name

State

MN

Enter state name

Zip Code

55119

Enter Zip code

Main Phone

651-731-0458 (H)

Enter Primary Phone number

Other Phone

Enter Cell or Work Phone number

eMail Address

randy.strobel@metrostate.edu, jfurlong12345@yahoo.com

Enter Primary eMail Address

Other eMail Address

Enter secondary eMail Address

Notes

Enter notes

Start Date

3/5/2003

Enter date members first jointed

Expires

9/30/2022

Enter expiration Date of current GMS subscription

Date Paid

9/30/2018

Enter date when member paid the current membership subscription.

Membership Type

Family ▼

Member Status

Active ▼

Enter Member Status

Video Library

Yes ▼

Enter Member Status

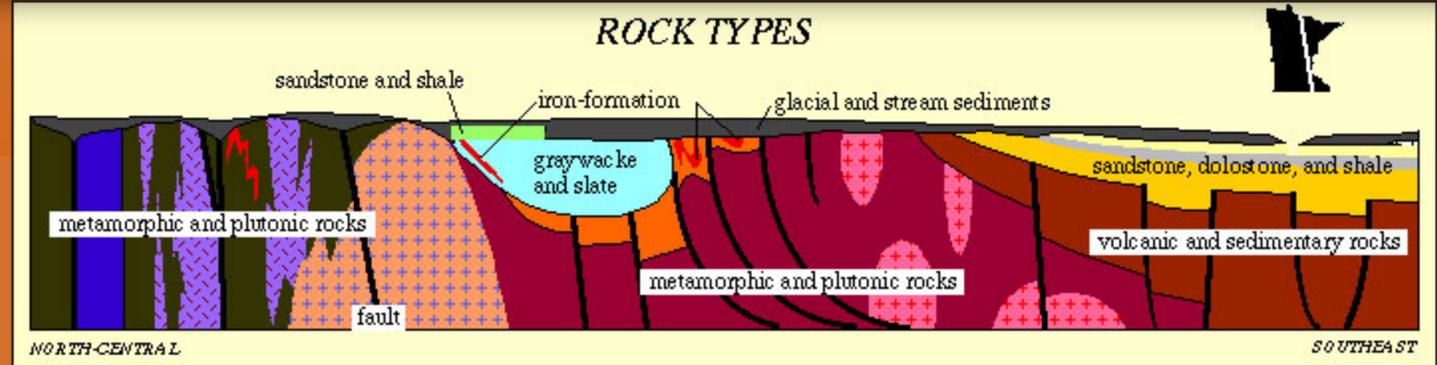
eMail News Letter

Yes ▼

Does Member want the News Letter via eMail

After making changes click save.

Save Preview Delete



[Address Book](#) ▾

[Add Item](#) ▾

[GSM Board Documents](#) ▾

[GSM Video Library](#) ▾

[List Event Notices](#)

[Home](#)

[Events](#) ▾

[Members](#) ▾

[Link](#)

[Outreach](#) ▾

[About Us](#) ▾



GSM Address Book *Randy Strobel/Joan Furlong* has been updated.

Randy Strobel/Joan Furlong

[View](#)

[Edit](#)

[Track](#)

First Name:

Randy

Last Name:

Strobel/Joan Furlong

Address 1:

54 East Sandra Lee Dr

City:

St. Paul

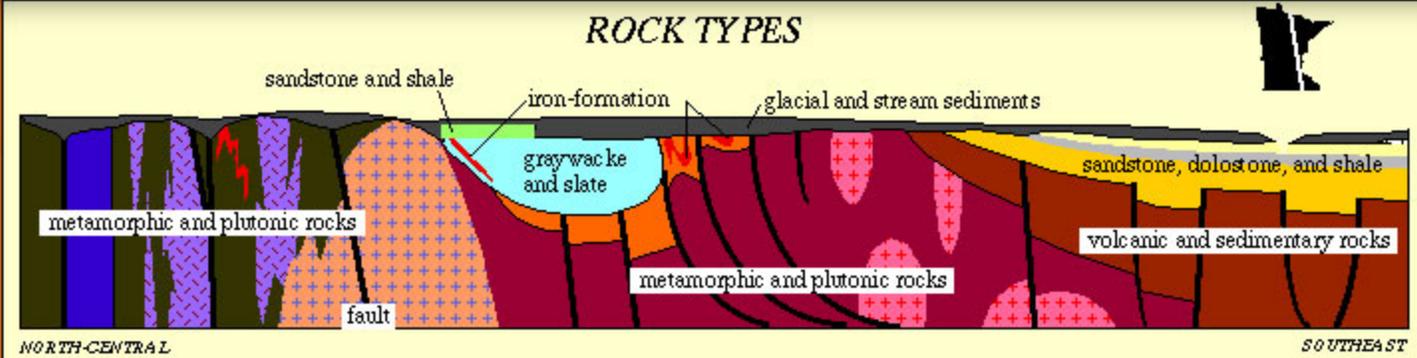
State:

MN

Zip Code:

Notification that updates process completed and redisplay of the updated record.

Adding an Address Book Item



- Address Book ▾
- Add Item ▾
- GSM Board Documents ▾
- GSM Video Library ▾
- List Event Notices

- Address Book Active
- Link
- Outreach ▾
- About Us ▾

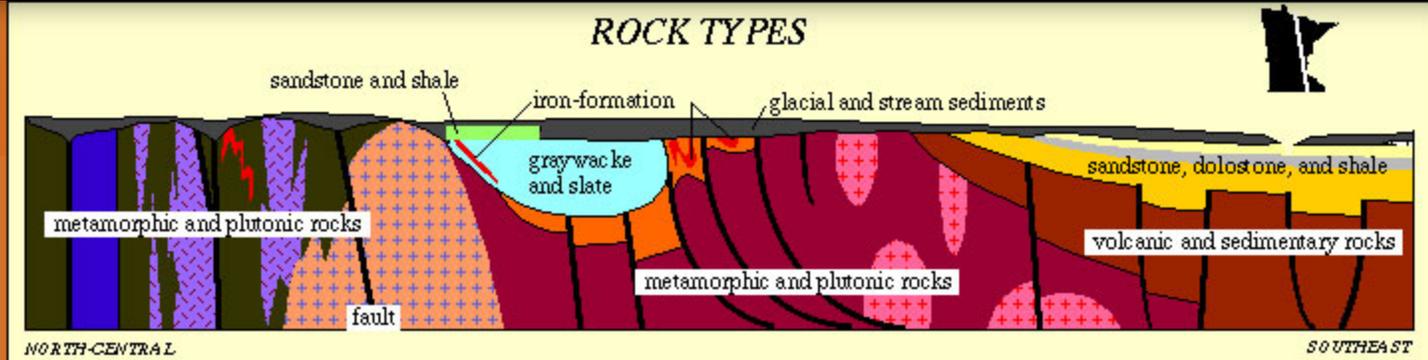
Geological Society of Minnesota

a public-spirited, nonprofit educational organization that has been in operation since 1938. We do promote public interest in the geological sciences. We do this through lectures, field trips, and regional field trips, holding seminars, and maintaining a media center for public distribution, and maintaining and expanding upon a series of geological maps.

GSM Seminars

GSM's seminars with powerpoint presentations are free and open to the public. They are presented by leading professionals in their fields and are aimed at learners from high school to adult. A question and answer session follows each seminar. The labs, also free and open to the public, allow a hands-on learning experience and demonstrate the ideas and principles of geology and

Click "Add Address Book Entry" in the address book drop down.



- [Address Book](#) ▾
 - [Add Item](#) ▾
 - [GSM Board Documents](#) ▾
 - [GSM Video Library](#) ▾
 - [List Event Notices](#)
- [Home](#)
 - [Events](#) ▾
 - [Members](#) ▾
 - [Link](#)
 - [Outreach](#) ▾
 - [About Us](#) ▾

[Add content](#)

Create GSM Address Book

First Name

Enter first Name

Last Name

Enter Last Name

Joint First Name

Enter Joint First Name

Joint Last Name

Enter all the necessary field to create a new GSM member to the GSM Address Book

Start Date

Enter date members first joined

Expires

Enter expiration Date of current GMS subscription

Date Paid

Enter date when member paid the current membership subscription.

Membership Type

Member Status

Enter Member Status

Video Library

Enter Member Status

eMail News Letter

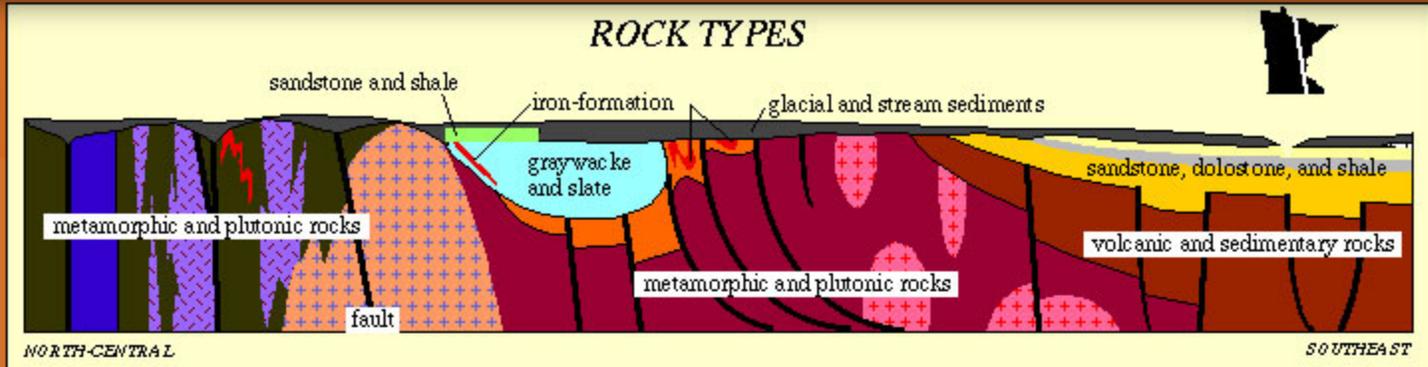
Does Member want the News Letter via eMai

Click **Save** when completed

Next is exporting address records to your PC.

The screenshot shows the website interface for the Geological Society of Minnesota. At the top, there is a navigation bar with links: Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Example help, Help, 0 / 1, Hello ars1, and Log out. A search bar is also present. Below the navigation bar is a banner for 'ROCK TYPES' featuring a geological cross-section diagram. The diagram is labeled 'NORTH-CENTRAL' on the left and 'SOUTHEAST' on the right. It shows various rock layers: 'sandstone and shale' at the top, 'iron-formation' and 'glacial and stream sediments' in the middle, and 'metamorphic and plutonic rocks' at the bottom. A 'fault' is also indicated. Other labels include 'graywacke and slate', 'sandstone, dolostone, and shale', and 'volcanic and sedimentary rocks'. Below the banner is a dark red navigation menu with several dropdown menus: 'Address Book', 'Add Item', 'GSM Board Documents', 'GSM Video Library', and 'List Event Notices'. The 'Address Book' dropdown is open, showing options: 'Address Book Active', 'Address Book All', 'Address Book Inactive', and 'Address Book Export'. The 'Address Book Export' dropdown is also open, showing three options: 'Export Address Book Active', 'Export Address Book Inactive', and 'Export Address Book All'. A red bracket groups these three options, and a red arrow points from a callout box to the bracket. The callout box contains the text: 'Your **Export** choices are Active, Inactive or All Address Book items.' Below the navigation menu, there is a section for 'GSM Seminars' and a large text block that is partially obscured by the navigation menu.

Example of Export Address Book Active.



- [Address Book](#) ▾
 - [Add Item](#) ▾
 - [GSM Board Documents](#) ▾
 - [GSM Video Library](#) ▾
 - [List Event Notices](#)
- [Home](#)
 - [Events](#) ▾
 - [Members](#) ▾
 - [Link](#)
 - [Outreach](#) ▾
 - [About Us](#) ▾
 - [Contact](#)

[Address Book](#) » [Address Book Export](#)

A screen is displaying the first ten lines in the Address Book. Go to the bottom of the screen.

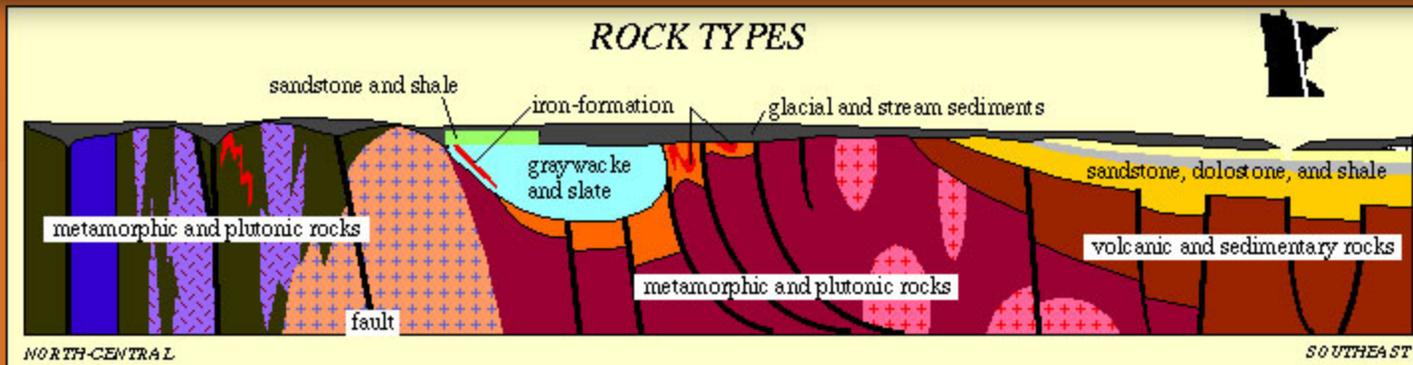


Export Address Book Active

First Name	Last Name	Member Status
Faye	Alroy	Active
Ronald, Sr	Andersen	Active
Joel & Nancy	Anderson	Active
Cheryl	Anderson/Charles Turner	Active
Shelly	Arens	Active
Stacy	Arland	Active
Mary Ann	Arneson	Active
Mary Kay	Arthur	Active
Darrell	Ayers	Acti

Click the CSV button

Example of Export Address Book Inactive



[Address Book](#) ▾

[Add Item](#) ▾

[GSM Board Documents](#) ▾

[GSM Video Library](#) ▾

[List Event Notices](#)

[Home](#)

[Events](#) ▾

[Members](#) ▾

[Link](#)

[Outreach](#) ▾

[About Us](#) ▾

[Contact](#)

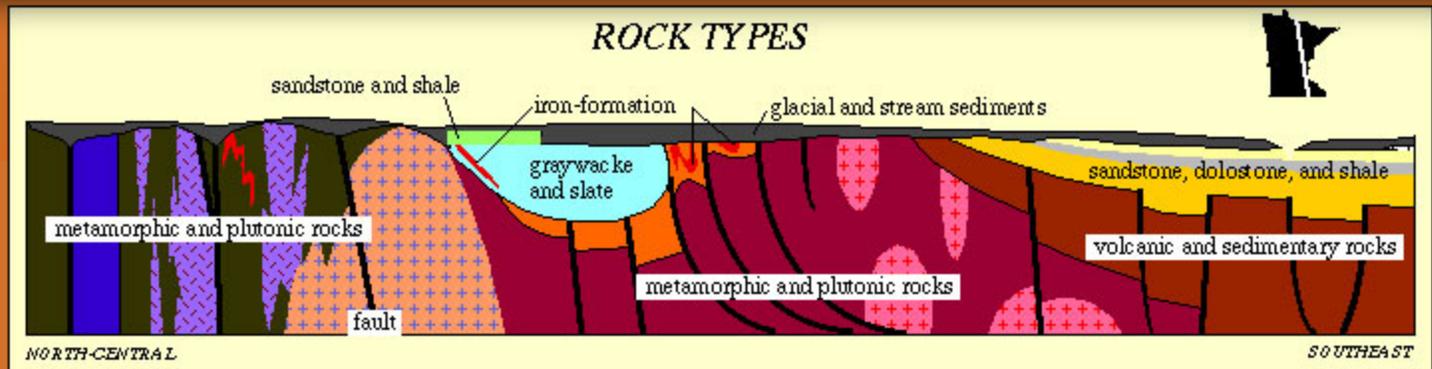
[Address Book](#) » [Address Book Export](#)

Export Address Book Inactive



First Name	Last Name	Member Status
Rev. Lawrence	Aanonson	InActive
Millie	Acamovie	InActive
Kathy	Ahlers	InActive
Stephen	Allard, PH.D.	InActive
Brian	Allison	InActive
Tom	Allison	InActive
Terry V	Almstedt	InActive
Tyler	Amick	InActive
Abigail	Anderson	InActive

Example of Export Address Book All



- Address Book ▾
 - Add Item ▾
 - GSM Board Documents ▾
 - GSM Video Library ▾
 - List Event Notices
- Home
 - Events ▾
 - Members ▾
 - Link
 - Outreach ▾
 - About Us ▾
 - Contact

Address Book » Address Book Export

Export Address Book All



First Name	Last Name	Member Status
Rev. Lawrence	Aanonson	InActive
Millie	Acamovie	InActive
Kathy	Ahlers	InActive
Stephen	Allard, PH.D.	InActive
Brian	Allison	InActive
Tom	Allison	InActive
Terry V	Almstedt	InActive
Faye	Alroy	Active
Tyler	Amick	InActive

From: David Wilhelm <dewilhelm53@msn.com>
Sent: Thursday, September 26, 2019 9:29 PM
To: Joan Furlong <jfurlong12345@yahoo.com>; smith213@umn.edu
Subject: RE: Download of active GSM e-mail addresses

I downloaded successfully on Sept 18 at 13:26. Did not try since until this morning. In my case, a spreadsheet downloads but it has no data (such as the one I attached to original message). I attached an Address All download, which is empty, but has suspiciously large file size.

Dave

From: Joan Furlong [<mailto:jfurlong12345@yahoo.com>]
Sent: Thursday, September 26, 2019 9:10 PM
To: 'David Wilhelm' <dewilhelm53@msn.com>; smith213@umn.edu
Subject: Re: Download of active GSM e-mail addresses

Before the September 16 Spring banquet I had download the "active mail labels" (I wanted info on member expiration dates). On Tuesday I processed all the renews and new members that I received that night and everything was working good. The last time I would have downloaded the GSM e-mail address would have been when I sent it to Harvey for the GSM newsletter which would have been a month ago.

Oh, now I'm getting the spinning circle on everything.
Joanie

On Thursday, September 26, 2019, 08:52:17 PM CDT, smith213@umn.edu <smith213@umn.edu> wrote:

David and Joan

When was the last time you had no issues when accessing the GSM e-mail address?

Alan

From: Joan Furlong <jfurlong12345@yahoo.com>
Sent: Thursday, September 26, 2019 8:22 AM
To: 'Alan Smith (smith213@umn.edu)' <smith213@umn.edu>; David Wilhelm <dewilhelm53@msn.com>
Subject: Re: Download of active GSM e-mail addresses

Alan

I have a problem also. I have been trying to make "active" members "Inactive" who membership was not renewed. When I click on the box I get the spinning wheel and "Loading the form"

Thanks

Joanie

On Thursday, September 26, 2019, 07:49:53 AM CDT, David Wilhelm <dewilhelm53@msn.com> wrote:

Alan & Joanie,

When I try to download the active e-mail addresses, I get an empty spreadsheet (attached). I tried this repeatedly with the same result. I can download the full GSM Address Book with no problems. Can you look into this?

Joanie,

The lecture announcement I just sent when to the active e-mail addresses as of September 18. If you added or changed any since then, please send the lecture announcement to those persons.

Thanks.

Dave