How to Use Wild Apricot for Surname Research
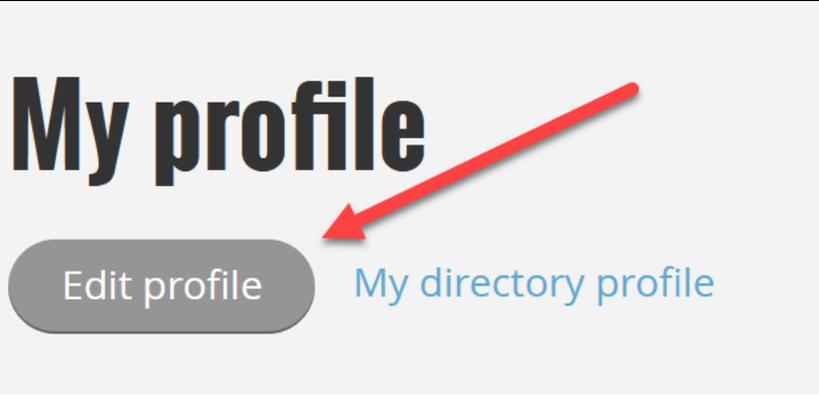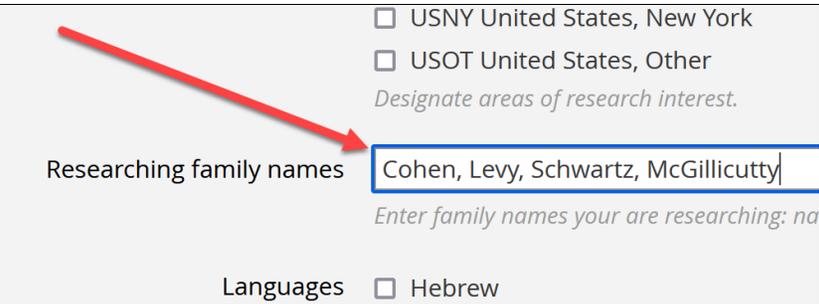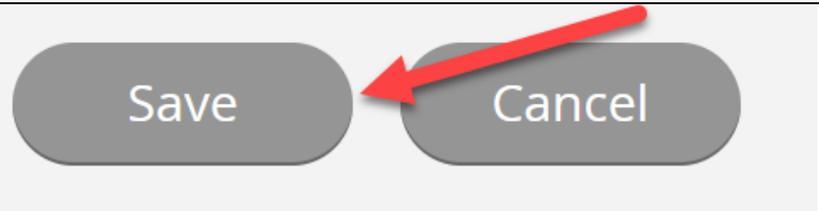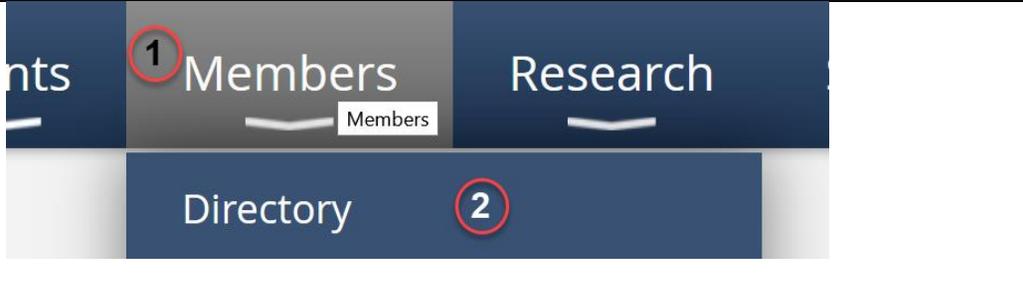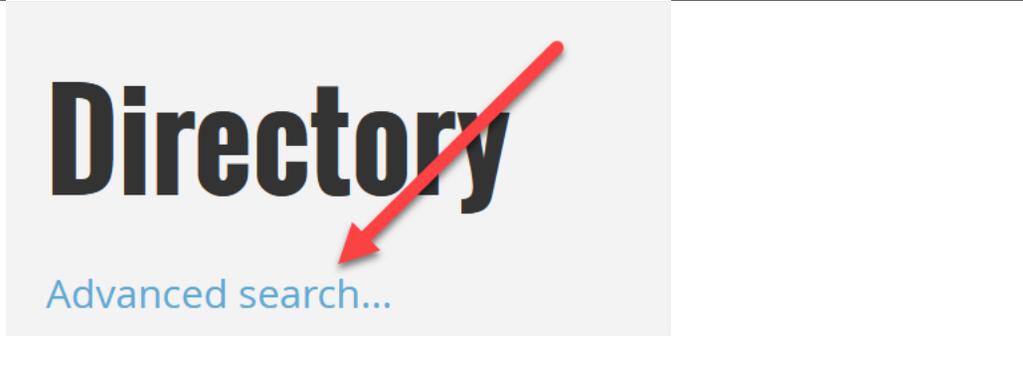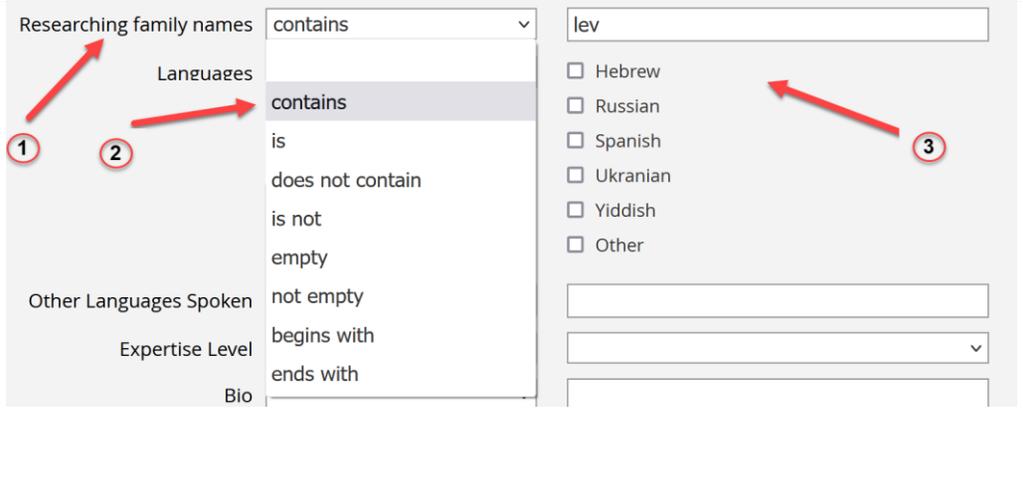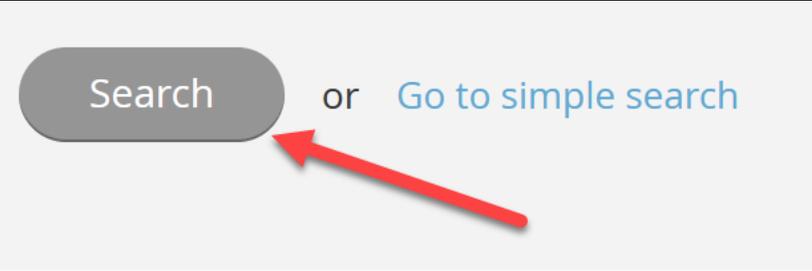
Updated 6 July 2021

While not as robust or extensive as JewishGen Family Finder, JGFF, you may want to connect with other members of JGSCO who are searching names similar to those you are researching. To do this, both of you must tell the website which names you are researching using the appropriate field in your profile. Ability to do this is limited to current members.

When you register yourself on jgsco.org or update your registration, you can enter which family names you are researching. Later, others can query this information and matches will be displayed.

	Description	**Image**
1.	Log into jgsco.org	
2.	You can enter surnames you are researching by updating your profile. If you do not need to update your profile at this time then skip to step 6. Click on your name at upper right (obscured for this job aid).	

3.	Enter Edit mode by clicking "Edit Profile".	**My profile** Edit profile My directory profile
4.	Type in the surnames you are researching or update your entries in the "Researching family names' field. Even though shown here for convenience, it is not necessary to use commas between names.	☐ USNY United States, New York ☐ USOT United States, Other *Designate areas of research interest.* Researching family names Cohen, Levy, Schwartz, McGillicutty *Enter family names your are researching: na* Languages ☐ Hebrew
5.	Select Save at bottom left to save your changes.	Save Cancel

6.	Surname searches are done in the membership directory. To get there, select the *Members* top level menu. The site then displays a dropdown menu from which you should choose *Directory*.	
7.	On the Directory page, select *Advanced Search…*	
8.	For example, to search for names similar to 'Levy.' Use the following steps: 1. Go down and locate the 'Researching family names' query field 2. In the dropdown box at middle, select whether the search should be an exact match, contain certain characters, begins with certain characters, etc. CHOICES: • Contains: solution must contain the string of letters shown, so the search returns JGSCO members researching LEVy, LEVin, MaLEV, etc.	

	- Is: solution must match exactly, so the search returns only JGSCO members researching LEV (not Levy or Levinthal, for example) - Does not contain: solution matches anything that does not contain the string of letters shown, e.g., Cohen, Smith - Is not: the search returns all JGSCO members not researching LEV - Empty: the search returns all JGSCO members who are not researching any names - Not Empty: the search returns all JGSCO members who are researching at least one name - Begins with: must start with the string of letters shown, e.g., LEVy, LEVinthal - Ends with: must end with the string of letters shown, e.g., MaLEV, but not HaLEVy 3. At right, type in the character string of interest. The search is not case sensitive.	
9.	Click the Search button at bottom left.	Search or Go to simple search

| 10. | In this case, two members are searching for surnames that contain the characters 'lev'. (Names are obscured in this job aid, but you would see them in a real query.)

Select a member's name that appears here and you will see contact information for that member, along with family names they are researching. | **Directory** |

Directory

Researching family names: contains "lev'

Edit search   Clear search

Search: [   ]   Found: **2**

Name	**Zip Code / Postal Code**	**Regions Interest**
	80111	GAL Galicia, L Lithuania, PO Russian Empi
	80220	