



User Orientation – Navigating Animal Programs Database  
*Animal Program Participants*

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**Questions? Contact AZA's Conservation and Science Department:**

Rebecca Greenberg  
Conservation & Science Coordinator  
Phone: (301) 244-3328  
Email: [conservation@aza.org](mailto:conservation@aza.org)

## Part I – Animal Program Pages

1. Log in to [www.aza.org](http://www.aza.org) using your primary email address and your password (this is your individual member ID number, or a personalized password if you have re-set it).
2. Click the “Animal Programs” link on the left side of the page (see image below). This will take you to the search page for the Animal Programs Database.

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**My Information**

Your Individual information is listed below.  
Please click the links to change any of your profile information. Should you need assistance, please email AZA's Membership Services Department.

Customer Number: [Redacted]

Primary Contact Information: [Redacted]

Upload/Edit

**Manage Information**

- Change Password
- Edit Demographics
- Add New Employment
- Add New Address
- Add New Phone Number
- Add New Fax Number
- Add New Email
- Opt-out Preference

My AZA

- My Organization Info
- My Organization Transactions
- My Information
- My Transactions
- My Committees
- My Surveys
- AZA Member Directory
- Upcoming Events
- Animal Programs
- Awards
- Online Store
- Request Info
- Logout

3. To search for a specific program by name, please use the % sign (wildcard search) in front of a keyword. In example below, if you are looking for the Polar Bear SSP, you can search %polar and the Polar Bear Animal Programs will come up. Using the % sign when searching will show results with any combination of the letters or words you choose to search.

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**Search Animal Programs**

Please use the fields below to enter your search criteria. For a more complete search on word and letter combinations, place the “%” sign in front of your search criteria. Questions? Email AZA's [Conservation & Science Department](#).

Program Name: %polar

Program Type: [Dropdown]

Taxon: [Dropdown]

Program Scope: [Dropdown]

Associated TAG: [Dropdown]

Program Leader: [Text]

Vacant?:

Other Program Participant: [Text]

Go

Search Animal Program Documents

My AZA

- My Organization Info
- My Organization Transactions
- My Information
- My Transactions
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4. You can also search by Program Type, Taxon, Program Scope (Regional or International), Associated TAG, Program Leader, vacant programs, or other program participants (names of officers or advisors).

5. After inputting your criteria, click  .

6. Once on the Animal Program page, you will find:

- a. Species
- b. Related Individuals - Program Officers (Program Leader and Vice Program Leader)
- c. Related Individuals – Program Advisors
- d. Related Individuals – Other Related Individuals (this section is for WCMC Liaisons of TAGs)
- e. Related Individuals – Institutional Representatives
- f. Related Programs
- g. Program Documents

7. If certain sections of the Animal Program page contain a lot of information (i.e. a TAG has more than 10 species), you may click on the small numbers located just above the first column in the section to scroll through the entire list. Please note that these sections are sorted alphabetically by the individual's last name or the species name.

Related Individuals - Institutional Representatives		Export List
1 2 3 4	Individual	Organization
		Role
	David Bernier	Lincoln Park Zoo
	Dwayne Biggs	Pittsburgh Zoo & PPG Aquarium
	Steve Bircher	Saint Louis Zoo
	Laura Bragg	African Safari Wildlife Park
	Anthony Brownie	Central Park Zoo
	Ms. Susan Cardillo	Central Park Zoo
	Scott Carter	Detroit Zoological Society
	Daniel Cassidy	Omaha's Henry Doorly Zoo & Aquarium
	John Dee	Como Park Zoo and Conservatory
	Karen Dunn	Tulsa Zoo and Living Museum
	Karen Dunn	Tulsa Zoo and Living Museum
	Timothy French	Roger Williams Park Zoo
	Karen Goodrowe-Beck	Point Defiance Zoo & Aquarium
	Thomas Granberry	Indianapolis Zoological Society, Inc.
	Vicki Hodge	Buffalo Zoological Gardens

8. If you would like to navigate to a related Animal Program, you can click on the link for the specific Animal Program under the Related Programs section and it will take you to that page.

### Related Programs

Program Name	Program Leader
Bear TAG	Thompson, Debbie
Bear, Polar Studbook	Meyerson, Randi

9. If you would like to download an Institutional Representative list for a specific Animal Program, you can find the “ [Export List](#) ” link located just to the right of the section labeled, “Related Individuals – Institutional Representatives.”

### Related Individuals - Institutional Representatives

[Export List](#)

Individual	Organization	Role
David Bernier	Lincoln Park Zoo	Institutional Representative
Dwayne Biggs	Pittsburgh Zoo & PPG Aquarium	Institutional Representative
Steve Bircher	Saint Louis Zoo	Institutional Representative
Laura Bragg	African Safari Wildlife Park	Institutional Representative
Anthony Brownie	Central Park Zoo	Institutional Representative
Ms. Susan Cardillo	Central Park Zoo	Institutional Representative
Scott Carter	Detroit Zoological Society	Institutional Representative
Daniel Cassidy	Omaha's Henry Doorly Zoo & Aquarium	Institutional Representative
John Dee	Como Park Zoo and Conservatory	Institutional Representative
Karen Dunn	Tulsa Zoo and Living Museum	Institutional Representative
Karen Dunn	Tulsa Zoo and Living Museum	Institutional Representative
Timothy French	Roger Williams Park Zoo	Institutional Representative
Karen Goodrowe-Beck	Point Defiance Zoo & Aquarium	Institutional Representative
Thomas Granberry	Indianapolis Zoological Society, Inc.	Institutional Representative
Vicki Hodge	Buffalo Zoological Gardens	Institutional Representative

10. The tabs at the top of the page will direct you to the main areas of [www.aza.org](http://www.aza.org). You may return to My AZA by clicking on the “My AZA” link under your name in the top right corner of the page.

***Please note that after 20 minutes of inactivity, the system will log off and you will have to sign in again in order to view certain links, documents, and contact information.***

## Part II – Searching and Downloading Documents

1. If you would like to download a document from an Animal Program page, scroll down to find the Program Documents section.

### Program Documents [\[Add new document\]](#)

Document Type	Title/Description	Document Name
TAG Final RCP Posting	Anseriformes RCP 2012	AP25556 <a href="#">[view]</a>

2. The Program Documents section specifies:
- the type of document (Breeding and Transfer Plan Draft or Final, Regional Collection Plan Draft or Final, Studbook, Animal Care Manual, or Other)

- b. the title of the document
  - c. a unique identifying code (for the AZA Conservation Department's internal use)
3. Click the [\[view\]](#) link located on the very right of the row and the document (PDF) will open in a new window.
  4. You can also search for a document from the Animal Programs search page. Below the Animal Programs search area click the [Search Animal Program Documents](#) link.

### Search Animal Program Documents

Please use the fields below to enter your search criteria. For a more complete search on word and letter combinations, place the "%" sign in front of your search criteria. Questions? Email AZA's [Conservation & Science Department](#).

**Document Type:**

**Search Term:**

**Animal Program Type:**

**Animal Program:**

- a. You can search by Document Type, a search term (please use the % sign in front of a keyword), Animal Program Type (TAG, SSP, Studbook), and specific Animal Program. Please note that you must choose a Document Type before entering a search term.

### Search Animal Program Documents

Please use the fields below to enter your search criteria. For a more complete search on word and letter combinations, place the "%" sign in front of your search criteria. Questions? Email AZA's [Conservation & Science Department](#).

**Document Type:** TAG Final RCP Posting

**Search Term:** %anse

**Animal Program Type:**

**Animal Program:**

- b. If you are searching for documents related to a specific Animal Program, you must select an Animal Program Type before using the Animal Program name dropdown. The Animal Program Type dropdown will filter out the results for the specific Animal Program dropdown.

## Search Animal Program Documents

Please use the fields below to enter your search criteria. For a more complete search on word and letter combinations, place the "%" sign in front of your search criteria. Questions? Email AZA's [Conservation & Science Department](#).

**Document Type:** TAG Final RCP Posting  
**Search Term:** %anse  
**Animal Program Type:**  
**Animal Program:**

- c. After inputting your criteria, click  .
  - d. Click on the link for the document and the document will open.
5. The tabs at the top of the page will direct you to the main areas of the website.
  6. The tabs at the top of the page will direct you to the main areas of [www.aza.org](http://www.aza.org). You may return to My AZA by clicking on the "My AZA" link under your name in the top right corner of the page.

***Please note that after 20 minutes of inactivity, the system will log off and you will have to sign in again in order to view certain links, documents, and contact information.***