



**User Orientation – Additional Navigation for Animal Programs Database  
*TAG Chair Participants***

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

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### Getting Started:

1. Log into [www.aza.org](http://www.aza.org) using your primary email address as your username 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. 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

3. To search for a specific program by name, please use the % sign (wildcard search) in front of a keyword. In the 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](#)

- You can also search by Animal Program Type, Taxon, Program Scope (Regional or International Studbooks), Associated TAG, Program Leader, vacant programs, or other program participants (names of officers or advisors).

- After inputting your criteria, click  .

**TAG Program Page:**

- Navigate to your TAG's Program page by following the instructions above.
- Once on your Animal Program page, you will find all species, related individuals (Animal Program Officers, Advisors, and Liaisons), related Animal Programs, and any documents associated with your TAG.
- If certain sections of your Animal Program page contain a lot of information (i.e. your 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			<a href="#">Export List</a>
1 2 3 4	Individual	Organization	Role
	David Benner	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

- If you would like to download the TAG's Institutional Representative list, you can find the [Export List](#) link located just to the right of the section labeled, "Related Individuals – Institutional Representatives."
  - If you are searching for a different Animal Program's IR list, navigate to that Animal Program's page and you will find the [Export List](#) link located in the same area of this page as mentioned above.

**Related Individuals - Institutional Representatives**

[Export List](#)

1 2 3 4

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
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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

5. If you would like to navigate to a related Animal Program within your TAG's purview, you can click on the link for the specific Animal Program under the Related Programs section and it will take you to that Animal Program's page.

**Related Programs**

Program Name	Program Leader
<a href="#">Bear TAG</a>	Thompson, Debbie
<a href="#">Bear, Polar Studbook</a>	Meyerson, Randi

6. To view a spreadsheet of all of your TAG's programs and Program Leaders, click on the "Export TAG Animal Programs list" link located just to the right of the Related Programs header.

**Related Programs**

[Export TAG Animal Program list](#)



1 2

Program Name	Program Leader
<a href="#">Boa, Jamaican Studbook</a>	Ferri, Dino
<a href="#">Boa, Virgin Islands (Caya Diablo) Studbook</a>	Ellsworth, Candee
<a href="#">Boa, Virgin Islands (St. Thomas) Studbook</a>	Ellsworth, Candee
<a href="#">Bushmaster SSP</a>	Baldwin, Brett
<a href="#">Bushmaster Studbook</a>	Baldwin, Brett
<a href="#">Rattlesnake, Aruba Island SSP</a>	Odum, Andy
<a href="#">Rattlesnake, Aruba Island Studbook</a>	Mays, Stan
<a href="#">Rattlesnake, Eastern Massasauga SSP</a>	Earnhardt, Joanne
<a href="#">Rattlesnake, Eastern Massasauga Studbook</a>	Mulkerin, Diane
<a href="#">Rattlesnake, Mexican Lance-Headed SSP</a>	Recchio, Ian

- a. This link downloads a detailed Excel sheet of all related Animal Programs of the TAG. For each program, the following information is included:
    - i. Program start date
    - ii. Program scope (Regional/International)
    - iii. Program type
    - iv. Deadline for documents
    - v. Program Leader
    - vi. Program Leader institution
    - vii. Program Leader start date
    - viii. Program Leader email address
    - ix. Program designation (Red, Yellow, Green)
    - x. PM1 course deadline for new Studbook Keepers
    - xi. Last submission date of program documents
  - b. You may need to expand or format the columns to make the data contained within the Excel sheet legible. You may also choose the “Save As” option in Excel to save this document to your own computer.
7. 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.***