

Staff Directory Guide

Create a Staff Directory to share your staffs contact information with your viewers.

Your Staff Directory will appear on your websites Navigation as well as your App in the Stores

To get started adding your Staff Directories select **Extras, Staff Directory** from the SOCS Toolbar.

Select the **Add** button then enter the **Staff Directory Name** for your first directory and select **Save**. We recommend you create all of your Staff Directories first as you can add people to multiple directories.

Select a Staff Directory to start adding people to by selecting the **Edit Item** button.

Staff Directory

List of **Staff Directory** items

-    Wellness Committee
-    FES
-    FES Client Services
-    FES Programming
-    FES Marketing

Drag & drop items to put them in the order desired or use the Alphabetize button to order them by name. When satisfied with your changes, click the Save button.

Select **Add Person**.

Edit Staff Directory

Staff Directory Name

Wellness Committee

Filter By

Last Name First Name Title

Photo Filter

Yes No

Start adding the contact information for your person. The required items are marked with an asterisk.

The **Assigned Directories** will be checked for the directory you are adding the person to. Check the other directories this person should also be a part of and select **OK**.

Add Person

Delete Photo

Prefix **First Name**

Last Name **Suffix**

Upload Photo (128MB file size limit)

Title **Phone**

Email **Website**

Assigned Directories

Administration Building/Zoning Council Mayor Police Department Utilities/Public Works

* = Required

Your person now displays within your directory. Select **Save** to upload the image you added for the person or any changes you may have made.

Edit Staff Directory

Staff Directory Name

Wellness Committee

Filter By

Last Name First Name Title

Photo Filter

Yes No


All 0-9 A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

Mr. John Doe Jr.

Title: Chairman
Photo: Awaiting upload
✉ jdoe@fes.org
☎ 402-123-4567
🌐 http://www.fes.org

Select **Edit** for the person to view the directory information and the image you uploaded.

Edit Person ✕



Delete Photo

Prefix **First Name**

Last Name **Suffix**

Upload Photo (128MB file size limit)

Title **Phone**

Email **Website**

Assigned Directories

FES FES Client Services FES Marketing FES Programming Wellness Committee

* = Required

You are able to filter by Last Name, First Name and Title. There is an addition Photo Filter as well. You may also select the letter.

Edit Staff Directory

Staff Directory Name

Filter By

Last Name First Name Title

Photo Filter

Yes No

All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Mrs. Stacey Anderson
Title: Regional Area Manager
Photo: yes
✉ staceya@fes.org
☎ 800-850-8397
🌐 http://socs.net

Edit Delete

Ms. Julie Clark
Title: Client Analyst
Photo: yes
✉ socssupport@fes.org
☎ 800-850-8397
🌐 http://okchoosestyle.socs.net

Edit Delete

Mr. Dan Delzell
Title: FES IS
Photo: yes
✉ dand@fes.org
☎ 800-850-8397
🌐 https://www.fes.org

Edit Delete

Mr. Blaine Hubbard
Title: SOCS Programmer
Photo: yes
✉ blaine@fes.org
☎ 800-850-8397
🌐 http://www.fes.org

Edit Delete

Mr. Kurt Jaeger
Title: Client Analyst
Photo: yes
✉ socssupport@fes.org
☎ 800-850-8397
🌐 http://www.socs.net

Edit Delete

Mr. Dan Kunzman
Title: Marketing
Photo: yes
✉ dank@fes.org
☎ 800-850-8397
🌐 http://www.fes.org

Edit Delete

Mrs. Karen Mullins-Blazo
Title: Regional Area Manager
Photo: yes
✉ karenm@fes.org
☎ 800-850-8397
🌐 www.fes.org

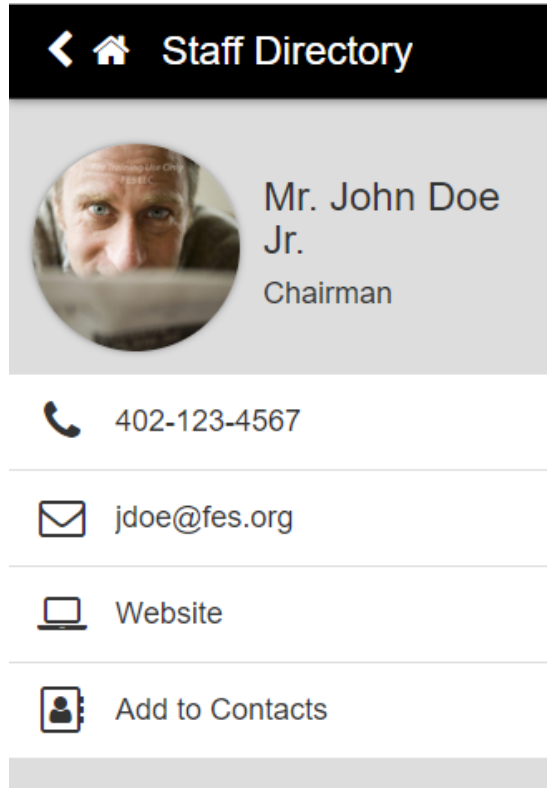
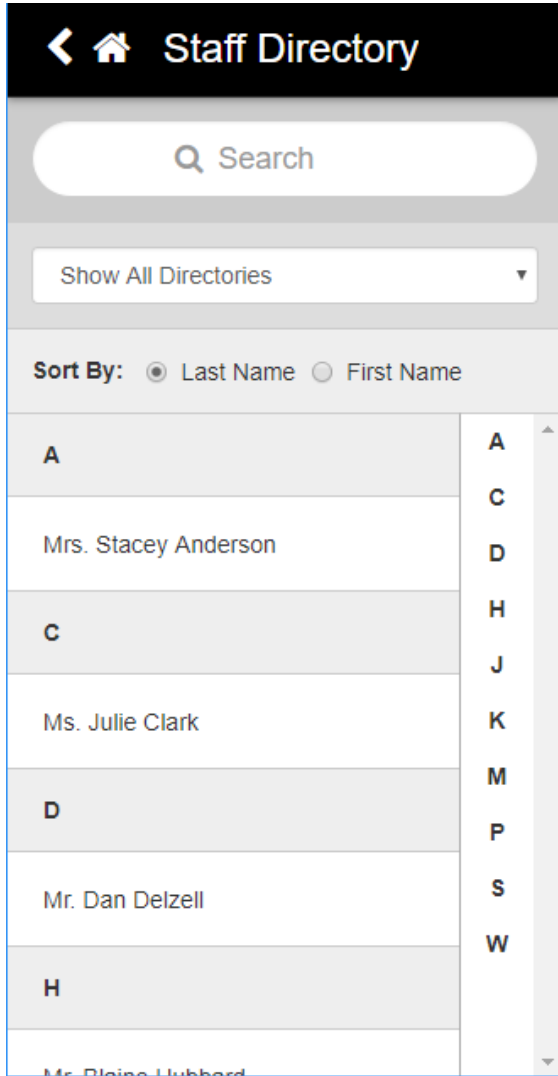
Edit Delete

Mr. Vincent Pasho
Title: Client Analyst
Photo: yes
✉ socssupport@fes.org
☎ 800-850-8397
🌐 https://www.socs.net

Edit Delete

Staff Directory may be added to your navigation of your SOCS website and to your App in the Stores. Once you have your information added, give SOCS Support a call or send an email and we will add it. Below is a view of how the Staff Directory appears on your App in the Stores and on your SOCS website.

App in the Stores.



Staff Directory on your SOCS Website.

🏠 / Staff Directory


Person Search

Staff Directory

Filter By


Last Name First Name Title

- All
- A
- C
- D
- H
- J
- K
- M
- P
- S
- W



Mrs. Stacey Anderson
Regional Area Manager

✉ stacey@fes.org
☎ 800-850-8397
🌐 Website



Mr. Dan Kunzman
Vice President of Educational Services (SOCS)

✉ dank@fes.org
☎ 800-850-8397
🌐 Website



Mrs. Karen Mullins-Blazo
Regional Area Manager

✉ karenm@fes.org
☎ 800-850-8397
🌐 Website