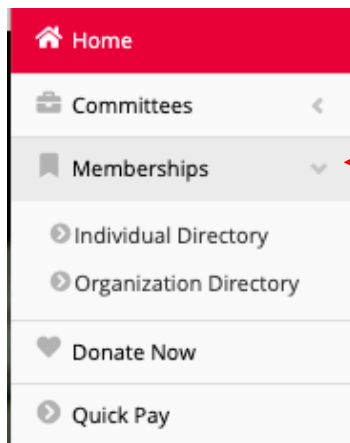
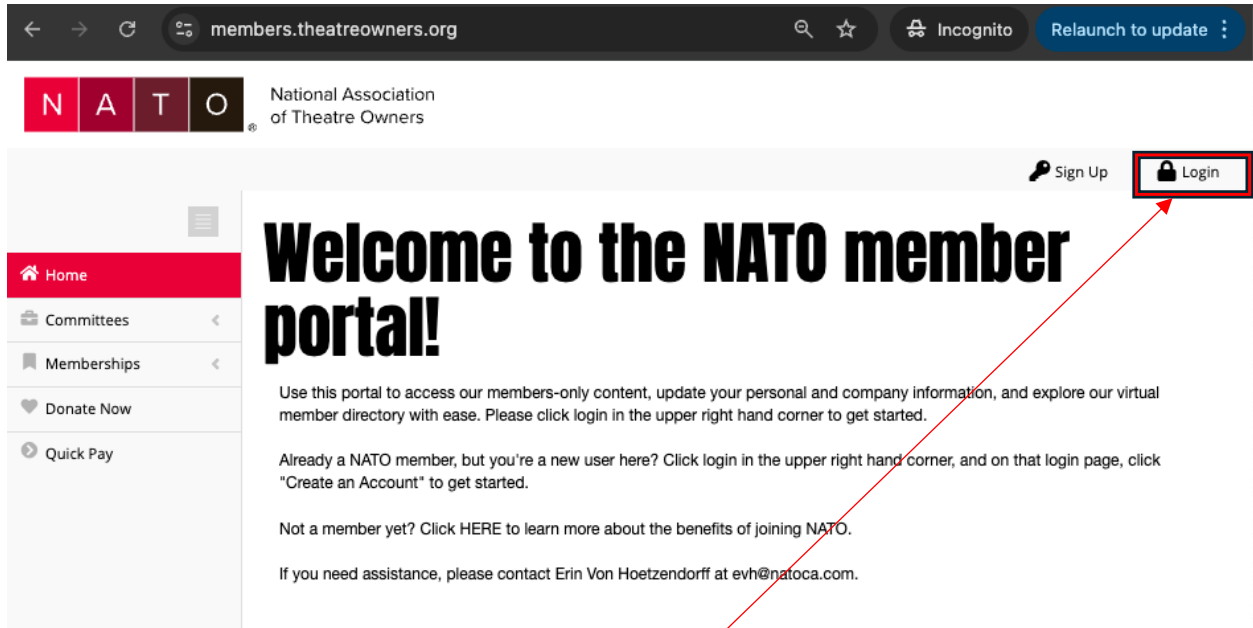


NATO Directory Instructions



First, you'll need to login at members.theatreowners.org by using the login button on the top right corner of the page.

Once logged in, click the arrow next to **"Memberships"** on the left side of the page to reveal the Individual and Organization directory options.

If you choose the individual directory, you will be able to search for specific people. If you choose the Organization Directory, you will be searching for companies/organizations.

Within the Individual Directory, there are several search terms that you can use to find other theater owners and operators, including name, address, job title, screen count, and site count. The directory will only show those who have opted-in to the directory.

Total Screens refers to the total number of screens a company has. Sites Locations refers to the total number of locations a company has.

You do not need to enter a search in every box. Feel free to search by one topic at a time. The more specific you get with your search within multiple search fields, the more likely you are to get zero results.

- **First Name:**
- **Last Name:**
- **Email Address:**
- **Title:**
- **Organization Name:**
- **Address City:**
- **Address State:**
- **Address Zip Code:**
- **Total Screens:**
- **Sites Locations:**

First Name:

Last Name:

Email Address:

Title:

Organization Name:

Address City:

Address State:

Address Zip Code:

Address Country:

Total Screens:

Sites Locations:

Is Equal To
 Is Not Equal To
 Is Less Than
 Is Less Than Or Equal To
 Is Greater Than
 Is Greater Than Or Equal To
 Is In Between
 Is Not In Between

If you'd like to change how the term is being searched, click the "Advanced View" button at the bottom of the page. Using the dropdown menu, you can edit the term of the search. For instance, if you'd prefer to change the screen count search to find those who have less than 10 screens, you can select "is Less Than" from that dropdown, then enter 10 into the search box, click "Search", and find anyone who has opted into the directory and has less than 10 screens.

[1 to 1 out of 1 records]

Export



Erin Von Hoetendorff

National Association of Theatre Owners - LA Office

Director of Membership and Global Affairs
 8185061778
 evh@natoca.com
 Los Angeles, California
 Screens: 0
 Sites: 0

On the search results page, you will see search results listed in alphabetical order by last name. If the person has uploaded a photo, you will see that, along with their company name, job title, phone number, email, city, state, screen count, and site count. If any of this information is unavailable for the specific person, it will be blank.

You can click the "Export" button on the top right corner of the page to download a CSV file with all of the results from your search.

Similar search terms and functions are available on the Organization Directory page. You can search by organization name, address, screen count, and site count. You can also edit the terms of the search on the organization director by clicking on the “**Advanced View**” button and using the drop down menu(s) to change how you are searching.

Organization Directory Search

1 Name:	Contains	
1 Address City:	Is Equal To	
1 Address State:	Is Equal To	
1 Address Country:	Is Equal To	
1 Total Screens:	Is Equal To	
1 Sites Locations:	Is Equal To	

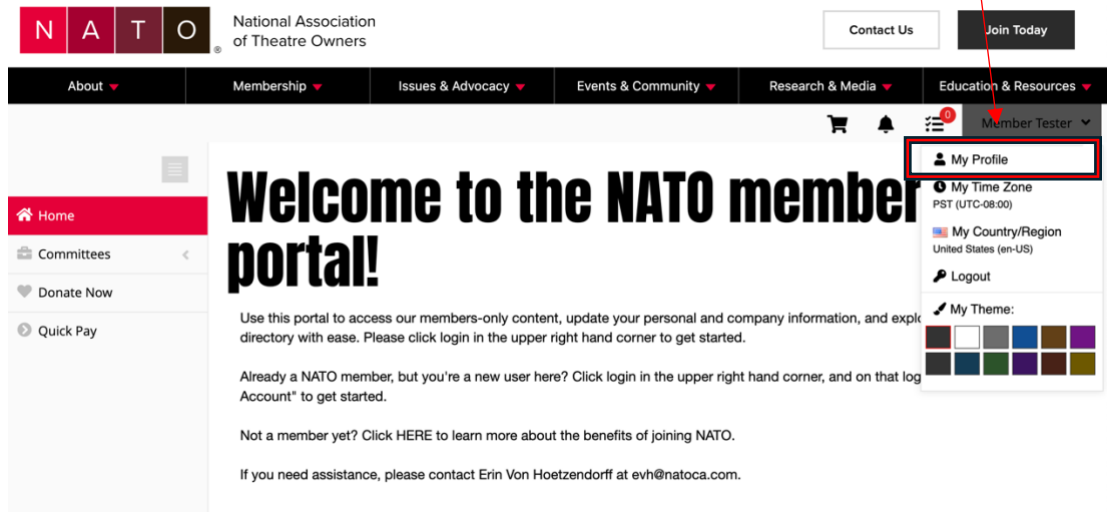
- Is Equal To
- Is Not Equal To
- Is Less Than
- Is Less Than Or Equal To
- Is Greater Than
- Is Greater Than Or Equal To
- Is In Between
- Is Not In Between

In case you'd like a reminder on how to update your information and opt-in to the member directory and organization directory, please keep scrolling in this document. We encourage you to opt-in to facilitate better connections between NATO members!

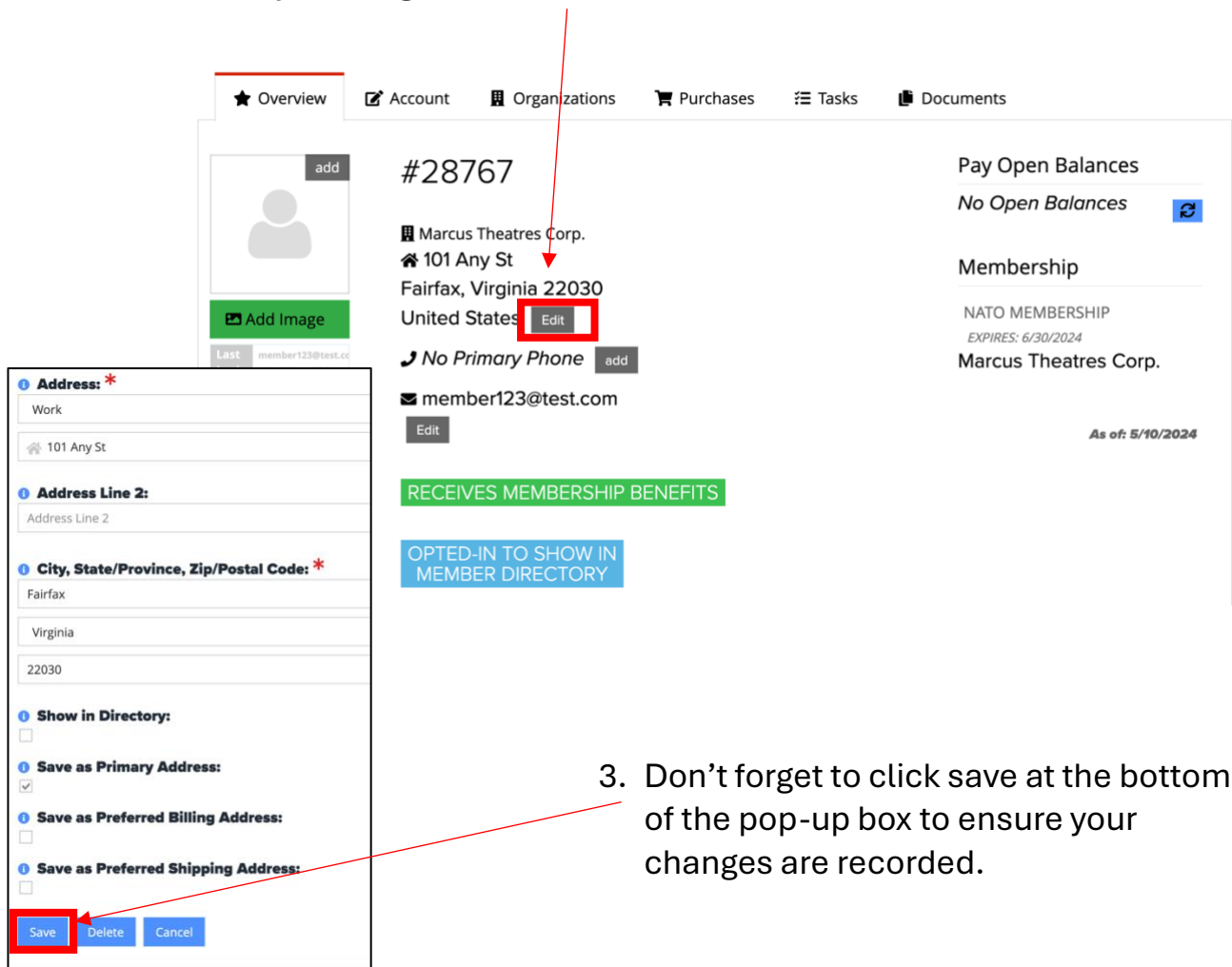
Still having trouble or have a specific question? Contact Erin at evh@natoca.com or call her at +1 818 730 4496.

Individual Opt-In Instructions

1. Click on your name on the top right corner, and then click on **My Profile**



2. Once you are on your profile, you can edit your address, phone number, and email by clicking add or edit next to each of those items.



3. Don't forget to click save at the bottom of the pop-up box to ensure your changes are recorded.

4. By moving to the **Account** tab at the top of the page and select **Personal Info** on the left side menu, you can update more information about yourself, including birthday, gender, and interests. Filling this information out helps NATO understand our membership better.

The screenshot shows the 'Account' tab selected in the top navigation bar. The left sidebar has 'Personal Info' highlighted. The main content area contains a form with the following fields:

- Record Number:** 28767
- First Name:** Member
- Middle Name:** Middle Name
- Last Name:** Tester
- Preferred First Name:** Member
- Title:** TEST
- Show In Directory:**
- Date of birth:** [Calendar icon]
- Gender:** [Dropdown menu]
- Interests:** Film Buying/Programming, Finance/Taxes/Investment, HR, Marketing, Non-profit, Operations, Security, Technology

5. You can also update your contact info by selecting **Contact Info** on the left side menu. Tabs near the top refer to different items. Select the tab with the item you want to edit, click edit next to the item, make your updates, then save.

The screenshot shows the 'Contact Info' tab selected in the left sidebar. The top navigation bar has 'Email Addresses' selected. The main content area shows a table of email addresses with the following columns: Email Address, Type, Primary, and Edit.

Email Address	Type	Primary	Edit
member123@test.com Used for login	Work	✓	Edit

6. You can opt-in to the member directory under the **Account** tab, on the **Privacy** page from the left side menu. To opt in or out, check or uncheck the box that says, “Show my personal info (like name, title, etc.) in online directory.” Be sure to click save when finished with your selections.

Member Tester My Profile

The screenshot shows the 'My Profile' page for 'Member Tester'. The navigation menu includes Overview, Account, Organizations, Purchases, Tasks, and Documents. The left sidebar contains links for Personal Info, Contact Info, Committees, Awards, Change Password, and Privacy. The Privacy link is highlighted with a red box. The main content area shows the 'Personal Info' section with a red arrow pointing to a checkbox labeled 'Show my personal info (like name, title, etc.) in online directory', which is currently checked. Below this are sections for 'Address' and 'Email', each with a radio button to show or hide information in the online directory. A 'Save' button is located at the bottom of the form.

★ Overview Account Organizations Purchases Tasks Documents

Personal Info
Contact Info
Committees
Awards
Change Password
Privacy

Below you can see the personal and contact information we have about you on file. You can use the options below to control if any of this information can be made available to others on the online directory or other areas of our web site.

Personal Info

Show my personal info (like name, title, etc.) in online directory

Address

Work: 101 Any St Fairfax, Virginia 22030 United States
 Do not show any of my addresses in the online directory

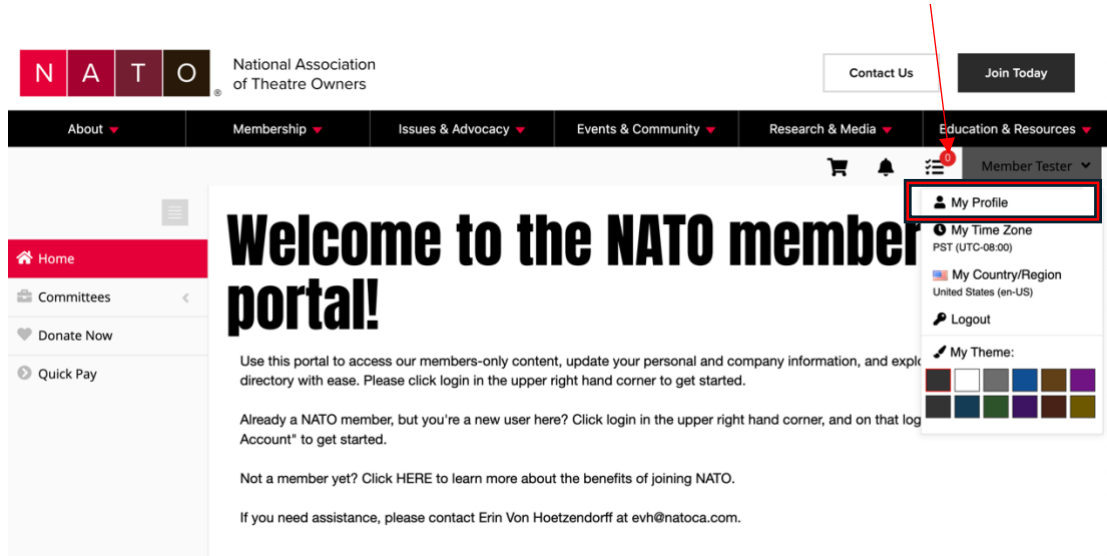
Email

Work: member123@test.com
 Do not show any of my emails in the online directory

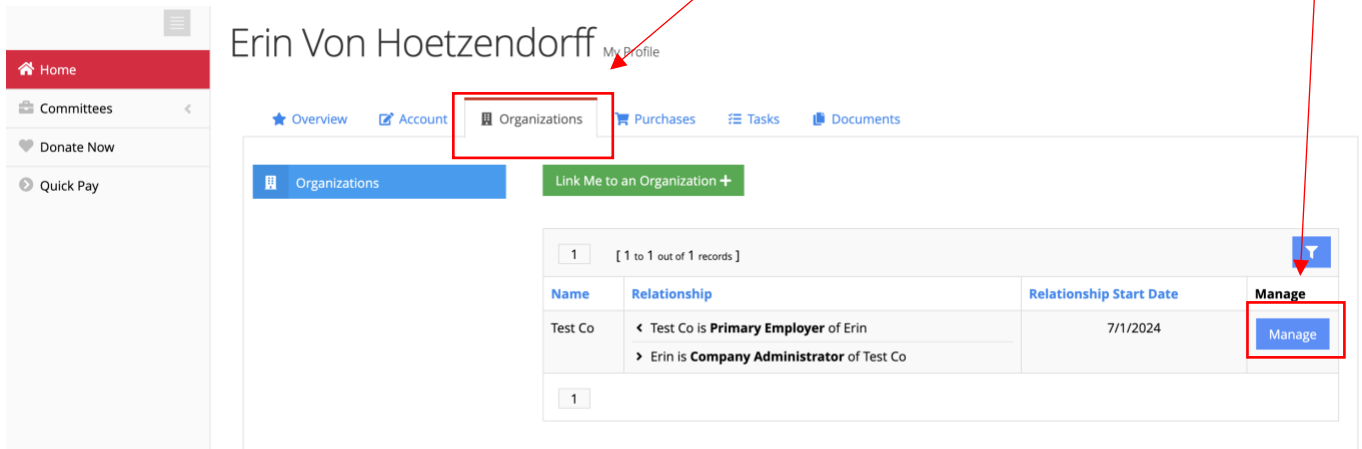
Save

Organization Opt-In Instructions

1. To opt-in your organization to the member directory, you must be a company administrator. If you need help getting company administrator access, please contact evh@natoca.com. Once logged in as a company admin, click on your name on the top right corner, and then click on **My Profile**



2. Once you are on your profile, click on the Organizations tab, then click the “Manage” button next to your company



- When you've reached your Organization page, click on the **Account** tab and make the appropriate edits to your company information on the "Organization Info" page, such as screen and location counts. Don't forget to check the **"Show in Directory"** box to ensure your company is searchable in the member directory.

Test Co My Organization

Overview Account Individuals Purchases Documents

Organization Info

Record Number: 22215

Name: Test Co

Web Site: Web Site

Show In Directory:

Year Founded:

Join Date: 6/1/2009

Screens

Total Screens: 1

No. of digital screens: 1

No. of 3D screens: 0

Drive in Screens: 0

Number of PLF Screens: 0

Sites/Locations

Sites/Locations: 0

Sites with alcohol service: 0

Sites with restaurant service: 0

State(s) of operation:

Countries Operates in? (int'l):

Seats

Number of seats in circuit: 0

Luxury/Recliner Seats: 0

Staff only

Save Cancel

- Don't forget to scroll down and click save at the bottom of the screen to ensure your changes are recorded.

- If you need to update addresses, phone numbers, etc. click on "Contact Info" on the left side of the Organization page on the Account tab.

Test Co My Organization

Overview Account Individuals Purchases Documents

Organization Info

Contact Info

Addresses Phone Numbers Email Addresses Web Links

Add New Address +

Address	Type	Primary	Linked	Ship To	Edit
101 Any St Fairfax, Virginia 22030 United States	Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
6103 Hatches Ct Burke, Virginia 22015-3430 United States	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

Select the appropriate tab for address, phone number, email, etc. and click add or edit on each page/existing info to make the appropriate updates.

Be sure to click save on all pages so that your updates or edits are saved.