

Quick Reference for the Shambhala Database (SDB): Finding Teachers

The SDB is a shared, internet-accessible, secure membership database for use by the entire Shambhala Mandala.

There are two ways to access the information in the SDB –

The member's view – open to all members and with a restricted view of the data – basically a directory to all members who wish to be included.

The Administrator's view – for people with positions in the mandala that make it helpful for them to have more information.

How to login to the SDB

Here's the link to the **Administrative view**:

<https://shambhala.name/index.php>

Note: this is a different website, and a different logon than the Shambhala Account/member's view of the SDB.

1. Click this link.

The Authentication window will open.

2. Enter your username and password.
3. Click OK

The Home page of the Admin View of the SDB will open.

If you bookmark the link, it will be easy to find the next time.

Using the SDB to find teachers

The Office of Practice and Education keeps the information about teachers and their authorizations up-to-date in the SDB.

Currently the teaching authorizations listed in the SDB do not reflect the Way of Shambhala curriculum. This should be remedied by Shambhala Day.

There are a couple ways to find out about teachers in the SDB. You can:

- Look them up directly, when you have their name
- Look up a Center and see the teachers active there
- Use Search to get a list of teachers based on criteria you set.

Looking up teachers directly

There is a navigation bar that appears on the top of almost all pages of the SDB. There is a member search box in the navigation bar.

Type the teacher's name into the member search box and click "go".

You can type in just a first name or just a last, or portions of the person's name, or their email address.

The system will match what it can. It will either go to the person's profile, or to a list of people that matched.

If it goes to a blank page, then it didn't find a match. Try a different combination of names. Remember, if you type "Jim" and the person is listed in the SDB as "James" you won't get a match. Sometimes it takes a few tries to find your person.

Reviewing a profile

On the person's profile page, you will find:

- Contact Information
- Membership
- Vows and Names
- Practice Authorizations
- Teaching/MI authorizations
- Positions held in the local center or elsewhere in the mandala

On the person's History page, scroll down to the bottom to find a listing of all the program this teacher has taught at Centers that use the SDB. It is more accurate for more recent years when the SDB has been in wider use.

Sending an email

Anytime you see the person's email address in blue, you can click on the address and your email program will open with the person's address already filled in. This will work from their profile, from the Center profile, and from searches.

Correcting items in the SDB

You can propose changes to information in the SDB. This is great, and how we can all make the data better. To change contact info, click the "propose" link at the top of the page. To change authorizations click the links near the item.

Your proposals will go to the local center's DBA for approval. If you change teaching authorizations, the change will go to the OPE for approval.

Looking up Centers to see the teachers active there

The quickest way to find out about a center is to click the “Center Info” button on the navigation bar.

The Center profile for your home center will open. To look at another Center, use the “Show other Center” pull-down menu on the left above the Center name.

Scroll down and you will find a list of their MIs and a list of their teaching staff. Click the names to see the teacher’s profile. Click the email addresses to send an email.

Using Search to get a list of teachers

The search function is very flexible. It’s probably easiest to understand with an example. Let’s try a search that you can modify to fit your needs.

Let’s say I’m looking for a teacher for a level 4 – I’m going to search first nearby to save airfare, so I’ll also search in the Great Lakes and Mountain regions. That should get me Chicago and Boulder and a good number of smaller centers.

1. Start by clicking “Search” on the navigation bar.
2. In “By centre region”, use Ctrl-click (PC) or CMD-Click (Mac) to select “Great Lakes” and “Mountain”.
3. Scroll down to “Teaching Authorizations” and click “levels 1,4, and dignities.” and “All levels”.
4. Scroll down to the bottom, “Display options”, click “center”.
5. Click “See more display options”
6. Click “telephone”.
7. Click the Search button.

This will give you a listing of all the teachers in the Great Lakes or Mountain Region who can teach level 4.

What can I do with my teacher’s list?

It is sorted by last name. By clicking the blue headings you can change the sort. It might be helpful to see everyone sorted by Center.

You are not able to email the whole list.

You can click the person’s first name to see their profile. Use the Back button to get back to your list.

You can use copy and paste to get email addresses into your email program.

If you need to look at this list often, you can make a saved search, so you can bring it up with only a single click.

Some other sources of Info about the SDB

Most recent Shambhala Times article

<http://shambhalatimes.org/2009/10/05/the-shambhala-database-project-our-new-personal-rolodex/>

Link to a 45 minute recorded demo that shows how the SDB works with the website template system to handle program information, registrations, and follow up.

[SDB basic demo](#)

high-level documents about the SDB and the SDB project on Shambhala.org:

<http://shambhala.org/members/share/bpmain.php?catid=10>

<http://www.shambhala.org/members/sdb/index.php>

If you have questions, concerns or suggestions, please contact:

Candlin Dobbs
SDB Gateway
612-379-0817

Office Hours
8-12 AM CDT Monday - Friday
Other times by appointment and auspicious coincidence