


## Directories

If you would like to look up directory information about another parishioner, you may do so by clicking on the Directories button located in the blue bar across the top of the page. Choose one of the options & click the “View Directory” button & the directory will be pulled up.




The screenshot shows a navigation bar with 'Home', 'Directories', 'Groups', and 'Giving'. Below it, under 'I want to:', there are four radio button options: 'Print an Individual Directory' (selected), 'Print a Family Directory', 'Print an Individual Directory with photos', and 'Print a Family Directory with photos'. A green 'View Directory' button is located at the bottom right.



The screenshot shows a navigation bar with 'Home', 'Directories', 'Groups', and 'Giving'. Below it, a drop-down menu is open, showing options: 'My Overview', 'My Profile', 'My Account', and 'My Giving History'.

If you do not wish to have some or all of your personal data available for others to see, you may set that preference by putting your cursor on the “Home button” located on the blue bar across the top of the screen. A drop-down menu will appear. From that drop-down menu, choose the ‘My Account’ button.

The “My Account” screen, will give you the option to turn off any personal data, including photos, that you do not wish to share with others.



The screenshot shows the 'Account Settings' screen. It has a navigation bar with 'Home', 'Directories', 'Groups', and 'Giving'. Below it, there are three tabs: 'Account Settings', 'Personal Preferences', and 'Manage Payment Methods'. The 'Account Settings' tab is active, showing three sections: 'Family Privacy Preferences', 'Individual Privacy Preferences', and 'Viewing Preferences'. Each section contains several checkboxes, all of which are checked. A green 'Save' button is located at the bottom right.

**Family Privacy Preferences**

- Include my family in the Family Directory
- Allow other members to view our address
- Allow other members to view our phone number
- Allow other members to view our photo

**Individual Privacy Preferences**

- Allow other members to view my address in group directories.
- Allow other members to view my e-mail address in group directories.
- Allow other members to view my phone number in group directories.
- Allow other members to view my photo in group directories.

**Viewing Preferences**

- Do not display photos when viewing individual or family information