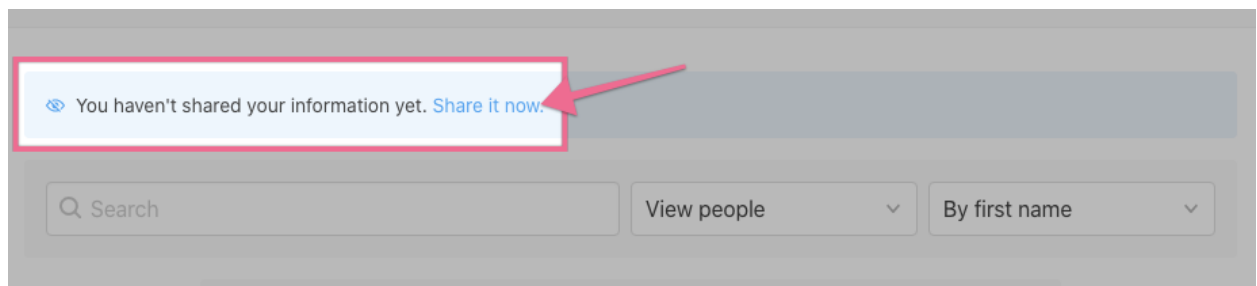


Join Directory

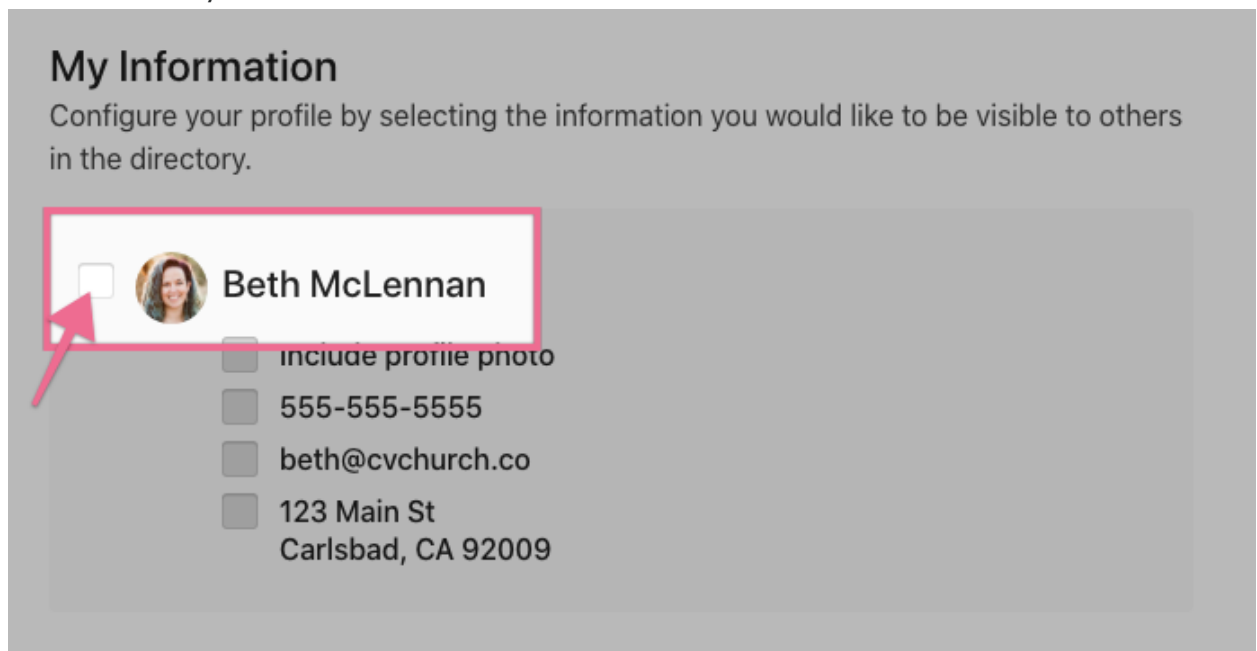
At the moment, the Directory listing is 100% in the hands of the church member, not the admin, including the Household Name and all other information that is shared. We are evaluating the ability to add that from the admin side in the future, so I'll add your voice to that request. (There are privacy concerns (and sometimes laws) that go with giving out people's personal information that wasn't much of a concern in the past.)

Until then, anyone that wants to be listed in the Directory will need to log in themselves and add their info. Here are the complete steps they'll need to follow:

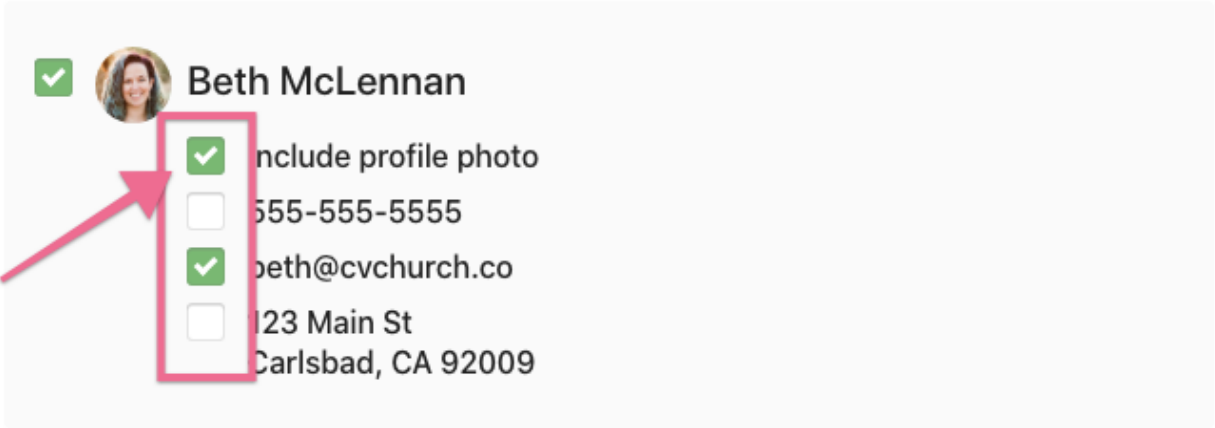
1. Log into your Church Center site using their existing profile (using the email address the invite was sent to)
2. Go to the Directory page
3. Click the "Share it now" link



4. Check the box next to each person in their Household they'd like to be included in the Directory



- 5. Check the box next to each point of information they'd like to be shared for each individual



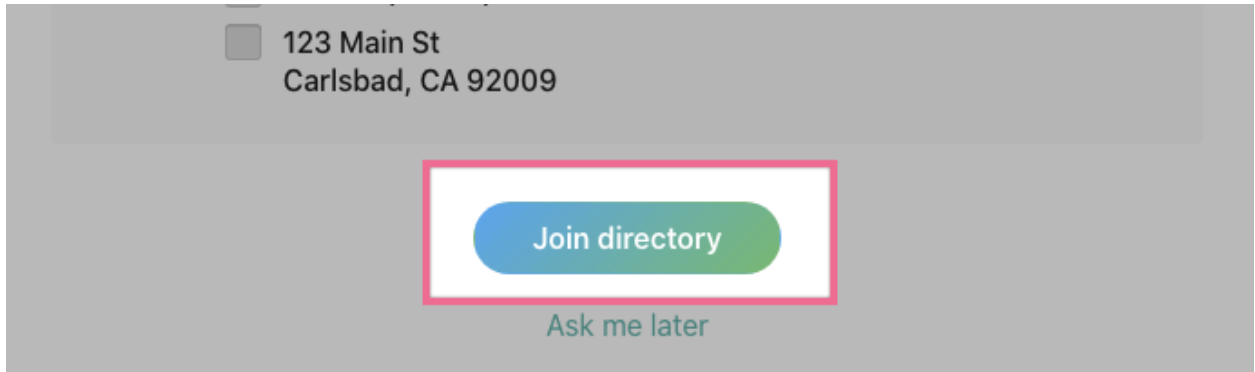
- 6. Add a Household Photo (optional)

My Household

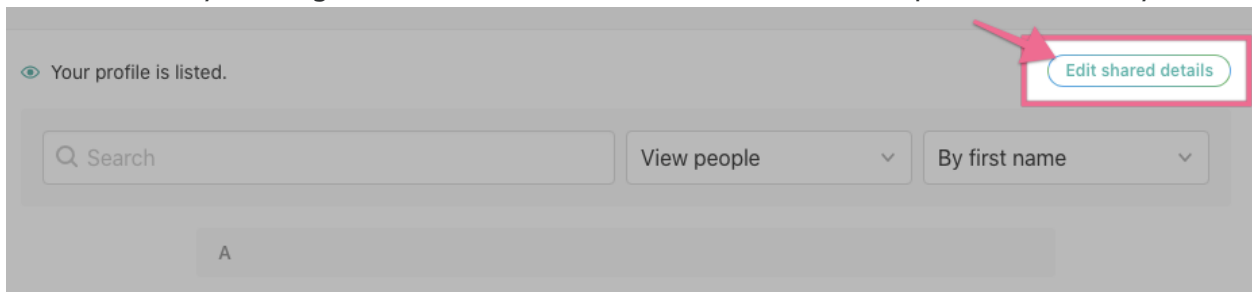
Choose a photo for your household and select the information you want to be visible for your household members in the directory.



7. Click "Join Directory"



If at any point, they'd like to edit what information is shared, they can get back to that same screen by clicking the "Edit shared information" link at the top of the Directory:



If they'd like to *update* the actual information, they can do that from their profile.