

Welcome to CTRN's Online Church Directory

We are pleased you're taking advantage of our 30-day free trial directory. We hope you find it's the perfect directory for your church family!

Your directory comes with **unlimited support**. Please contact us when you have questions.

Toll Free 855-759-5161

Mon-Fri 8:00-5:00 CST

Email info@onlinechurchdirectory.com

You will receive your first invoice on the 10th of the month following the end of your free trial period. It will explain your payment options, including special savings for annual payment. We hope that you will continue with your directory, but if you wish to extend your trial or cancel please contact us.

General timeline

You control the pace and progression of launching your directory. We are here to offer assistance. It may help you to know that many churches proceed as follows:

1. You experiment with the trial directory, learn about its features, and download the mobile app.
2. We import your member data.
3. You add pictures, review the directory for accuracy, and add staff and groups.
4. When you're ready to share the directory with your congregation, you can link the directory to your website.
5. We can generate usernames and passwords for your members and send an introduction email that provides individual login information and basic instructions for using the directory. A sample letter can be found at the end of this document.



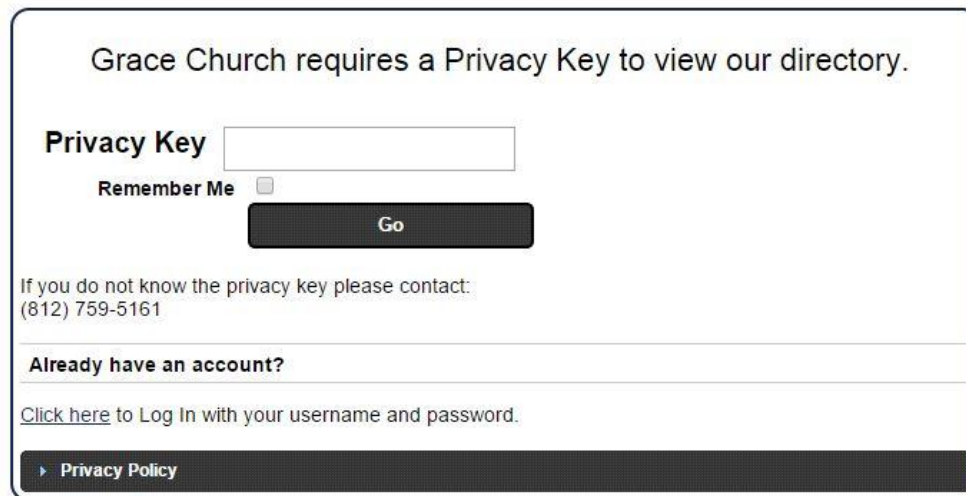
Online Church DIRECTORY

Helpful information for administrators

This document provides additional information for **directory administrators**.

To EDIT the directory, log in with your administrator username and password. *To USE the directory*, we suggest logging in as a regular user so you have access to our many interactive features like touch to email, touch to locate address on map, etc.

A username and password are required to access your trial directory. We offer another option, too. Our **privacy key** allows your members to access the directory with one common password. This is a “read only” view, and you can change your privacy key as often as you’d like. If members have a username and password, they can update their profile by following the “already have an account?” instructions to log in.



Grace Church requires a Privacy Key to view our directory.

Privacy Key

Remember Me ☐

Go

If you do not know the privacy key please contact:
(812) 759-5161

Already have an account?

[Click here](#) to Log In with your username and password.

[Privacy Policy](#)

Please note that our **Privacy Policy** appears at the bottom of the log-in page.

Your directory currently allows members to update their profile. To **track changes**, you can

- a> Check **System Logs** (Admin Tab, System Logs). Every change that is made is reflected here.
- b> Receive email **change notices**. To do this, select “Change Notice” under the Admin Tab, Admin List. You will receive a separate email for every change that has been made. You can turn this feature on and off as needed.

Additional Information fields are available in each family and member profile. If you don't see a field you need, you can always create one!

Your directory shows four **listing categories**: Members, Families, Groups and Staff. You can choose to show all or some of these tabs. If you'd like to change the words on the tabs, please let us know.

Passwords are encrypted, so you can't see them. But you can reset passwords at any time. To reset or assign a password, go to the member profile, type the new password in the password field and click update.

You can **Export User Information** at any time (Admin Tab, Edit Organization Information). This spreadsheet lists all directory information and can be sorted and used in any manner you wish, such as creating birthday or email lists.

You, or anyone in your church family, can **print** all or part of the directory at any time. Our program creates a .PDF file that you can print from your home or office, send to your local printer, or use our design and printing services.

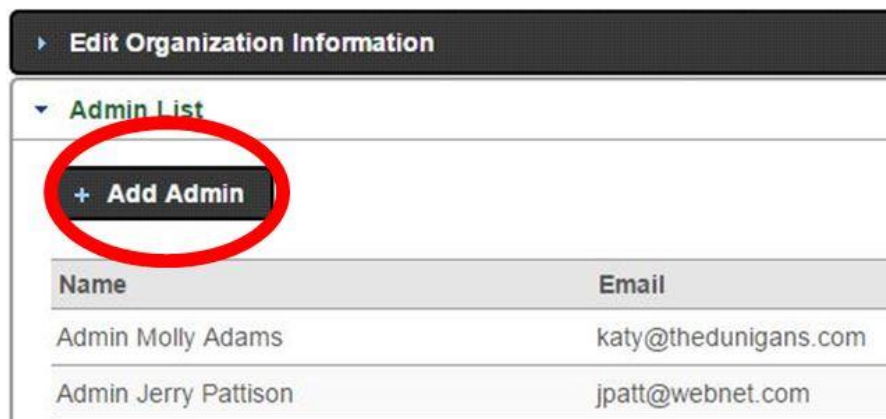
Photo specifications: You can upload high quality images, up to 9mb in file size. The program will allow you to crop the image to fit into the directory. The Family and Group images are 350 x 263 pixels, and the Member images are 350 x 350 pixels.

When members log in, they can go directly to the **My Profile** tab to update information and upload pictures of themselves and their immediate family.



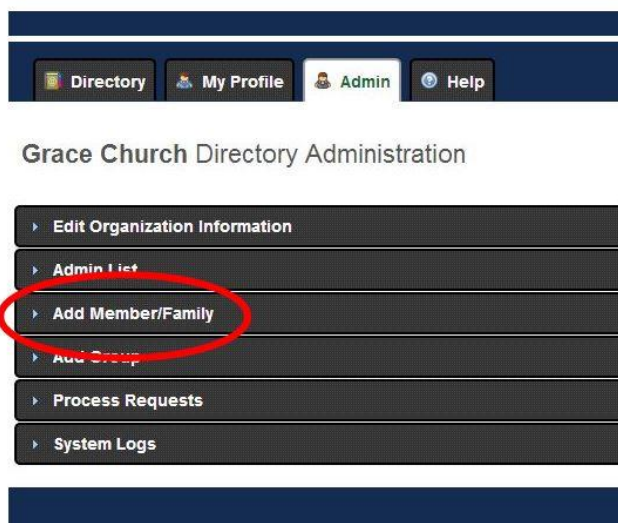
A **membership date** field can be added to member profiles. Please contact us if you'd like to add it.

Multiple administrators can edit your directory. To create a new admin profile, create a member profile with an administrator name (i.e., Admin Molly Adams). Make the admin profile invisible, and add it to the Admin List. We suggest logging in as an Admin to EDIT the directory and using your regular member profile to USE the directory.



We will import your member data, so you start with member information in place. As new members join your church, you can add them individually.

1. Under the Admin Tab, click “Add Member/Family” and create a family profile first.




2. The family name should list last name first (Atkins, David & Carolyn). When the family profile is complete, click “Add Member to Family” to create member profile for each member. The family name, address and home phone is automatically added to each new member profile.

[Directory](#)
[Family](#)
[Admin](#)
[Help](#)

[Back to Search Results](#)

Family Name: **Atkins, David & Carolyn**



[Edit Photo](#)

[View Family Members](#)

Family Name:

Address:

Address2:

City:

State:

Zip:

Phone:

Visible: ☒ Visible ☐ Not Visible

[View Address on Map](#)

Additional Information: [Add New Information](#)

Label (Example "hobbies")	Detail (Example "kitting")

Family members

[Add Member to Family](#)
[Email Family Members](#)

3. Assign each new member a username and password.

[Back to Search Results](#)

David Atkins [Update](#)



[Export V-Card](#)

[Edit Photo](#)

Family: [Atkins, David & Carolyn](#)

Groups: [Church Council](#)

[Add to Staff](#)

First Name:

Middle Name:

Last Name:

User Name:

Password:

Primary Phone:

Cell Phone:

Primary Email:

Birthday:

Address:

Address2:

City:

State:

Zip:

[View Address on Map](#)

Editors control the content of their family or group. A "yes" next to Editor means the member can update information for the family profile and for each member of their immediate family. Members have the power to change this. In the picture below, David and Carolyn can update family information, but Samantha can't. As Editors, they can change Samantha's editor status from Yes to No.

Add Member to Family

Email Family Members



Name: David Atkins
Editor: **Yes** Order: 1
Email: da@web.com
Phone: (812) 555-1811
Cell: (812) 444-5555
Remove: ☐



Name: Carolyn Atkins
Editor: Yes Order: 2
Email: c@yohoo.com
Phone: (812) 555-1811
Cell: (812) 444-5666
Remove: ☐





Name: Samatha Atkins
Editor: No Order: 3
Email:
Phone: (812) 555-1811
Cell:
Remove: ☐

|

Update

You have the ability to make members **invisible**. Only directory administrators can see invisible members. This feature allows you to maintain information for inactive members.





Export V-Card

Edit Photo

Family:
Bender, Mike & Stephanie

Add to Staff

First Name: Adam

Middle Name:

Last Name: Bender

User Name: A Bender

Password:

Primary Phone:

Cell Phone:

Primary Email:

Birthday:

Address: 9 Cedar Brook Court

Address2:

City: Greenville


State: South Carolina

Zip: 29611

View Address on Map

Visible: ☐ Visible ☒ Not Visible


You can create an unlimited number of **groups**. When members are logged in with their username and password, they can use the “Email Group” feature. This is ideal for communicating within a group (sending minutes, scheduling meetings, etc.) or reaching out to other groups, such as sending a prayer request to the prayer group.




Group Description: Our Church Council consists of individuals serving and leading our congregation alongside the Senior Leadership Team. The Church Council ensures that the vision and values of Christ Church are upheld and serves as "advisors" in finance, personnel, and legal matters. The purpose of the Church Council is to champion the mission, vision and values of the church and to provide oversight of primary operating responsibilities of the Senior Leadership Team.

View Group


Email Group



Arthur Adams
(812) 555-6333
aa@weonet.com
110 Elm Street
Greenville, SC 29611



David Atkins
(812) 555-8712
da@weonet.com
2 Cedar Brook Court
Greenville, SC 29611



Steph Bender
(812) 555-9900
sb@weonet.com
9 Cedar Brook Court
Greenville, SC 29611

Would you like a different “No Photo” image? You can change your **default pictures** (under Admin tab, Edit Organization Info.)

If no photo is available, use the following photo

Default Tab
One Photo:



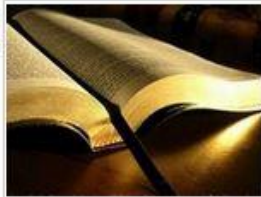
Edit Photo

Default Tab
Two Photo:



Edit Photo

Default Tab
Three Photo:



Edit Photo



Mobile App Information

DOWNLOADING THE APP

To download the app, go to your app store and search **CTRN Online Directory**. Links are also available on [our website](#).

You will be asked for your mobile privacy code. This code links the app with your church's information. After you download the app, you won't be asked for this code again. You can find your mobile privacy code in your directory's URL (i.e., the mobile privacy code for <https://grace.ctrn.co> is **grace**).

REMEMBER ME

Select Remember Me to save your User Name and Password.

To reset Remember Me, select Logout.

Introduction email sample

When your directory is linked to your website and you're ready to share log-in information with your church family, we can help you introduce the directory to your members. You are welcome to change the content of this email. This letter will be sent to every person who has an email address listed in the directory. You may want to tell your members that they will receive an email from info@onlinechurchdirectory.com.

Dear [CTRN inserts First and Last name],

We are excited to announce our new online church directory! It contains most church members, staff and some active friends of the church. The directory is password protected and only available to members of our church family. You control how much information to share.

Basic instructions for using the directory can be found below. If you have additional questions you can use the Help tab in the directory, or contact [\(add Directory Admin's name and contact information here\)](#).

To Access the Directory:

1. Go to [\(add link for your church website\)](#)
2. Click the Directory link on our home page [\(describe where members can find directory link\)](#)
3. Enter your User Name and Password:
User Name: [firstnamelastname](#)
Password: [peace](#)
4. Press Go

Please update your profile. Instructions can be found below or in this video: [Member Guide to Updating Your Profile](#)

To Change Your Password:

1. **Click the "My Profile" tab**
2. **Change your password** to something you can easily remember. Enter your new password in the password field and click update. (Your password is encrypted and will not be visible to anyone, including church staff.)

To Update Your Profile:

1. Please **verify that your information is correct**, and update if necessary. Click update.
2. **Upload a photo.** Click "Change Photo," then "Upload New Photo." Click "Choose A Photo," size it so that it fills the box, and select "Save."
3. **Click on your Family name**, below your photo. If there is no family photo, please upload a family photo (see instructions from #2 above).
4. Please **verify that your family information is correct**, and update if necessary. Click update.

Mobile App

You can download the free mobile app by searching "CTRN Online Directory" at your app store. You will be asked for our mobile privacy code. It is [\(CTRN INSERTS CODE HERE\)](#). When the app opens, enter your username and password from above, and select "remember me."

We hope that you use, learn from, and enjoy our new directory!