



Logging into the Online Member Directory

Members have access to the electronic directories through Apps or Online. Here are the steps for logging into the Online Member directory from a web browser.

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Logging in the first time

1. Go to members.instantchurchdirectory.com
2. Click on the blue button **Create Login** under **First time signing in?**

NOTE: if you want to download the android app for your phone, go here:

<https://play.google.com/store/apps/details?id=com.instantchurchdirectory.members>

Instant Church Directory™

Church Member Sign In

Email address in your church's directory

Password

Sign In

[Forgot password?](#)

or

First time signing in?

Create Login

3. Enter the email address as it is listed in the family portion of the directory (email addresses have been loaded for each family/person; the email address you enter here must match that address or the application will not recognize you).

4. Create a password. The password must be 8 characters long and contain at least two of the following special characters: capital letters, numbers or symbols.

5. Retype the password to confirm it and click "Create Login."

6. Check your inbox for an email from service@instantchurchdirectory.com.

7. To complete the sign-up process, you will need to verify your email address **by clicking on the link** sent to you in that email.

8. Once you confirm your email, you may sign in at members.instantchurchdirectory.com. Your email with the password you created will work on all the Instant Church Directory apps on any device.

What to do if you forget your password

1. Go to members.instantchurchdirectory.com
2. Click on **Forgot Password?**

Instant
Church Directory™

Church Member Sign In

Email address in your church's directory

Password

Sign In

[Forgot password?](#)

3. Enter your email address and we'll send you a link to reset your password.
4. Check your inbox for an email from service@instantchurchdirectory.com.
5. Click on the link within the email and follow the instructions. Remember: The password must be 8 characters long and contain at least two of the following special characters: capital letters, numbers or symbols.
6. Once you update your password, you may sign at members.instantchurchdirectory.com. Your email with the password you created will work on all the Instant Church Directory apps on any device.

Creating and updating a family or individual details

Creating or updating a family or individual all starts in the **Families** tab in the top ribbon of the application (all current members are entered here, so verifying the data is our main objective initially).

Updating a family

- Locate the family in the list that you wish to update. Then click the **EDIT FAMILY** button.



Albright

Ted and Megan
Teddy Barns, Joanna

1675 Linwood
Springfield, SC 12345

615-111-1111 (Ted)
ted@icd.com (Ted)
meganalbright@email.com (Megan)

Edit Family

✕ Delete

✉ Request photo via email

📎 Request a photo message

- You'll then be taken the **EDIT FAMILY ENTRY** page.

Edit Family Entry



[Edit Image](#) [Delete Image](#)

Groups [Learn more: groups & group privacy](#)
[Create New Group](#)

Groups selected below will be applied to every family member.

- ☒ Budget Committee 
- ☐ Choir 
- ☐ Kid's Day 
- ☐ Men's Small Group 
- ☐ Missions Board 
- ☒ Sunday School 
- ☐ Women's Bible Study 

Family Last Name

Albright 

Address

1675 Linwood

City

Springfield

State

SC

ZIP

12345

Family Phone

Family Email(s)

Anniversary

(year not required)

Additional Details

Notes

NOT displayed in PDF

Active? ☒ Yes ☐ No

Inactive families will not show in your Church Directory PDF.

Adults/Parents

Drag and drop to change the order of the adults/parents.

Ted 

Megan 

[Add Adult/Parent](#)

Children

Drag and drop to change the order of the children.

Teddy Barns 

Joanna 

[Add Child](#)

[Save](#)

[Cancel](#)

- Here you can update any family information that may need to be changed.
- To add a photo for any family, click the **IMPORT IMAGE** button under the blank image space. You can then select the photo of your choice from your computer directory and crop it as needed. The photo will go into a holding folder for the manager to approve before being displayed in the directory. An existing photo can also be edited or replaced.
- **BE SURE TO CLICK SAVE** (at the very bottom of the page) after you've updated the FAMILY.

Family Last Name

Albright

Address

1675 Linwood

City

Springfield

State

SC

ZIP

12345

Family Phone

Adults/Parents

Drag and drop to change the order of the adults/parents.

Ted

Megan

Add Adult/Parent

Children

Drag and drop to change the order of the children.

Teddy Barns

Joanna

Add Child

SaveCancel

Don't forget to save.