



# 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](http://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](#)



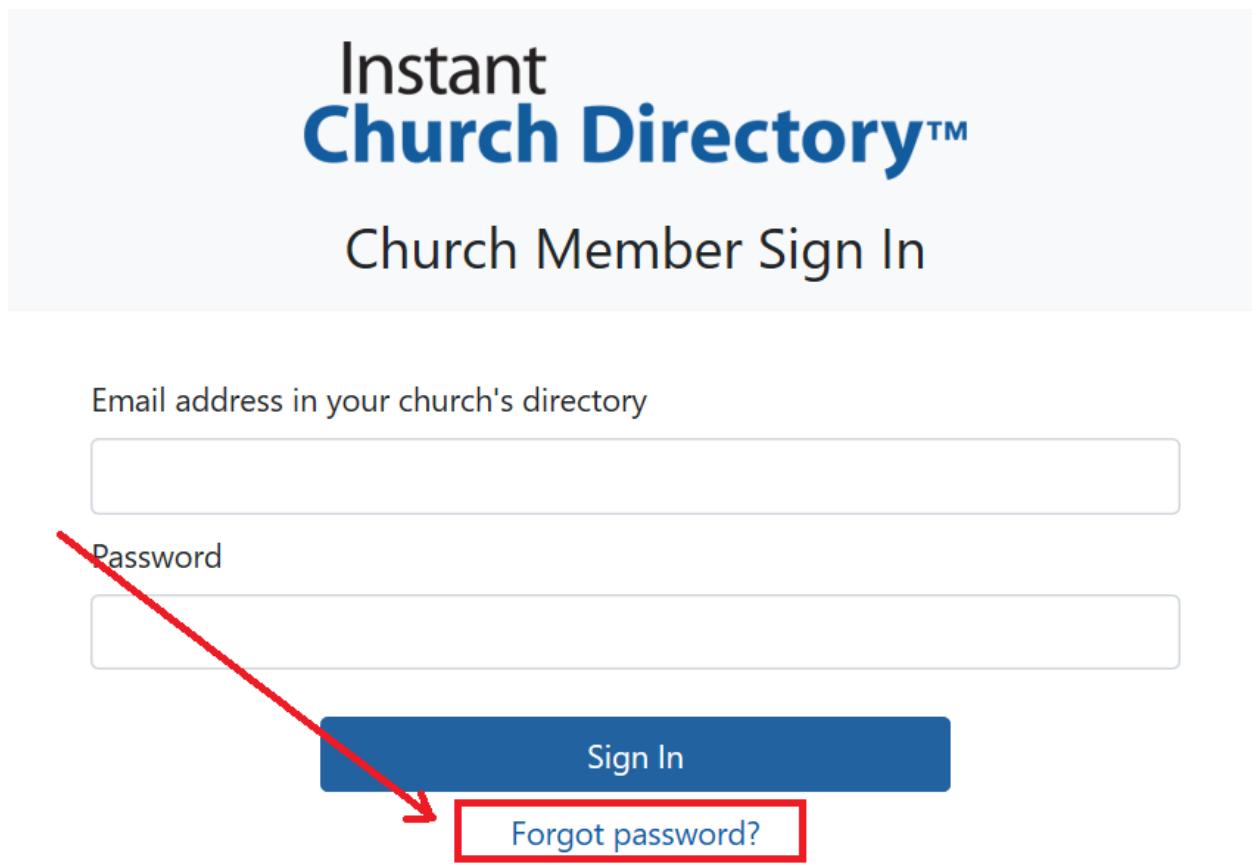
3. Enter the email address as it is listed in the family portion of the directory (email addresses have been loaded for each family/person; the email address you enter here must match that address or the application will not recognize you).
4. Create a password. The password must be 8 characters long 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](mailto: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](https://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](https://members.InstantChurchDirectory.com)

2. Click on **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](mailto: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 in at [members.InstantChurchDirectory.com](https://members.InstantChurchDirectory.com). Your email with the password you created will work on all the Instant Church Directory apps on any device.

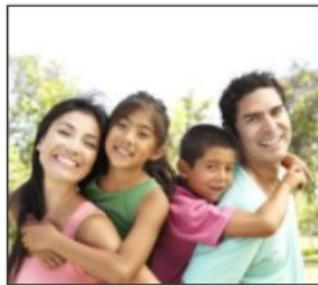


# Creating and updating a family or individual details

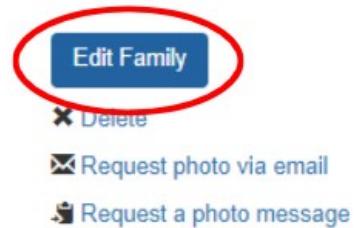
Creating or updating a family or individual all starts in the **Families** tab in the top ribbon of the application (all current members are entered here, so verifying the data is our main objective initially).

## 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)



- 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

[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** **Address****City****State****ZIP** **Family Phone****Adults/Parents**

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

  [Add Adult/Parent](#)**Children**

Drag and drop to change the order of the children.

  [Add Child](#) **Don't forget to save.**