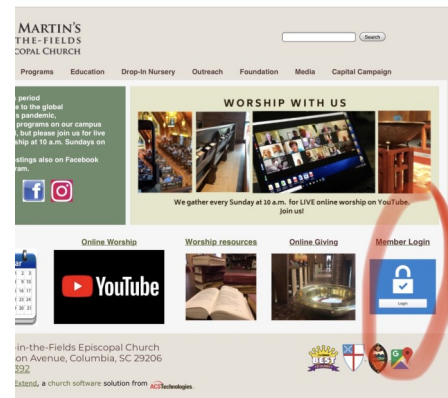


# How to access a parish directory on the website

1. Go to our website:

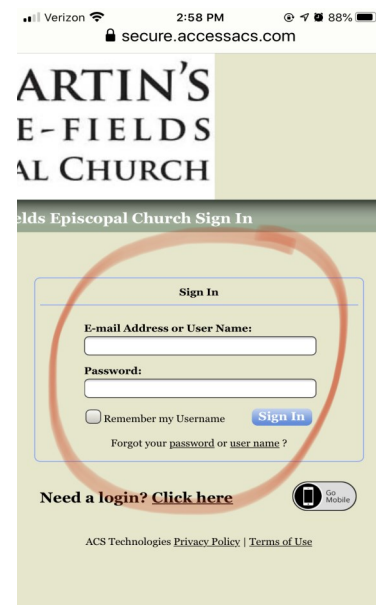
[www.stmartinsinthefields.com](http://www.stmartinsinthefields.com)

2. Once there, click on the **login button** at the bottom right.



3. If you do not already have an account, you will need to click on: **Need a login?** and follow instructions.

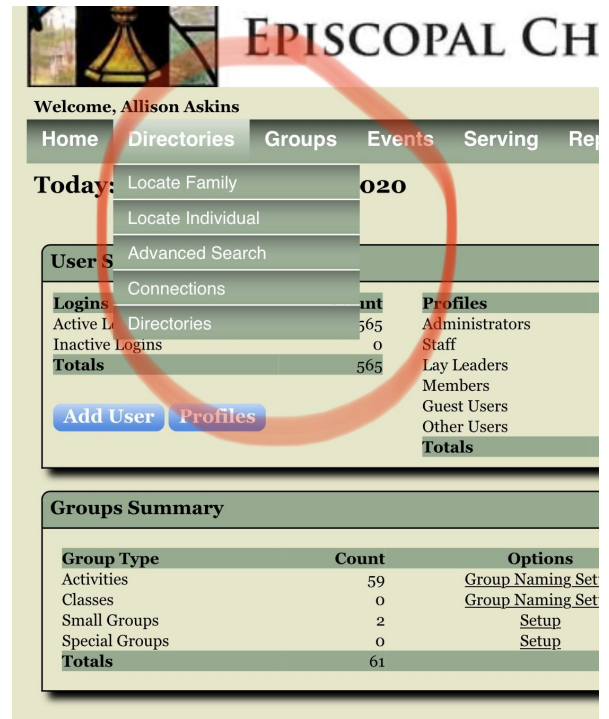
If you have a login, use it here.



4. Once you have logged in, you will see a menu bar at top of the page and the option to click on **Directories**.



5. When you click on **Directories**, a drop down menu will appear. You may access a **Family**, an **Individual**, or full **Directory**.



EPISCOPAL CH

Welcome, Allison Askins

Home Directories Groups Events Serving Rep

Today: Locate Family 020

Locate Individual

Advanced Search

User S

Logins

Active Logins 565

Inactive Logins 0

Totals 565

Add User Profiles

Profiles

Administrators

Staff

Lay Leaders

Members

Guest Users

Other Users

Totals

Groups Summary

Group Type	Count	Options
Activities	59	<a href="#">Group Naming Set</a>
Classes	0	<a href="#">Group Naming Set</a>
Small Groups	2	<a href="#">Setup</a>
Special Groups	0	<a href="#">Setup</a>
Totals	61	

6. If you select **Directories**, you then will be prompted to select **which type of directory you would like**: Individual, Family, Directories with or without photos.



ST. MARTIN'S  
IN-THE-FIELDS  
EPISCOPAL CHURCH

Welcome, Allison Askins

Home Directories Groups Events Serving Reports Statistics Admin

[View an Individual Directory](#)

[View a Family Directory](#)

[View an Individual Directory with photos](#)

[View a Family Directory with photos](#)

Once the directory you want is opened, **you can print that directory** by clicking on blue button at top right of page (but you must be connected to a printer). **Or if you do not have a printer**, you can access whenever you like by logging in and opening the directory you need.

Keep in mind that this information is updated regularly, so printed copies become outdated quickly. Logging in will give you the most current information.



St. Martin's-in-the-Fields Episcopal Church

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