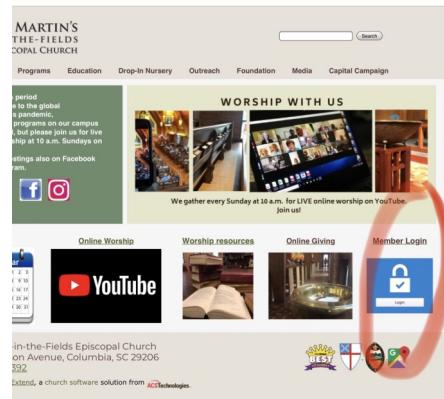


# How to access a parish directory on the website

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**.

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.

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Keep in mind that this information is updated regularly, so printed copies become outdated quickly.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.