Second Stage Directions

Whether you access the new directory using your computer or your cell phone and want to add or change a photo, you must first have the desired photo in a digital format (jpg or png). The photo must be in photo files of the device you are using to make the addition or change. Please choose photos that are "appropriate" for a publication like this. Lord of Life will not post photos that are "inappropriate" for our pictorial directory.

Information edits can be done directly from your computer or cell.

Using a Computer To Add or Changing a Photo or Edit Information,

1. Log into your Instant Church Directory Account.
2. From the screen that comes up, go to the upper right side and click on "Edit My Family." Once the next screen comes up, you can do several things to make changes. Each is below separately.

Adding A Photo If You Do Not Have One Pictured In The Directory:
From the last screen that came up (in step 2 above) with your information, and, on the left side, an outline drawing of a male and female figure, you will see a spot beneath the drawing of the male and female, that says, "Choose File." Click on the "Choose File" box. This will take you to your computer files. Find the file where you photo is located, and click on the picture you want to add. The photo will become visible in your information page. Toward the lower part of the screen, click on "Submit Edits." A screen will appear letting you know that your edit has been sent to the administrator.

Changing a Photo That Is In The Directory:
From the last screen that came up (in step 2 above) with your information, and, on the left side, your existing photo, beneath the photo, you will see a box labeled, "Choose File." Click on the "Choose File" box. This will take you to your computer files. Find the file where you photo is located, and click on the picture you want to add. The photo will become visible in your information page. Toward

the lower part of the screen, click on "Submit Edits." A screen will appear letting you know that your edit has been sent to the administrator.

To Change Or Add Existing Home Address, Home Phone Number, Additional Family Email Addresses, And Anniversary Date:
From the last screen that came up (in step 2 above) with your information, use your computer keyboard and mouse to change or add information. When done, click on "Submit Files" button on the lower left side of the screen.

To Add An Adult Or A Child's Name:
From the last screen that came up (in step 2 above) with your information, click on either the "Add Adult/Parent" or "Add Child" box and use your computer keyboard and mouse to add information. Click on "Save" when finished.

To Add Or Change A Cell Phone Number Or Email Address:
From the last screen that came up (in step 2 above) with your information, in the center of the screen, you will the first names of the folks in your account. To the right of each name, there is an blue image of a person and a red image of a trashcan. Clicking on the red trashcan will delete that name from the list. Clicking on the blue image of the person will enable you to edit or add a cell phone number. Click on the appropriate blue person image and a new screen comes up. Make the changes and hit save.

Using A Cell Phone to Add or Change a Photo or to Edit Information

Make sure you have completed the First Stage in having the app on your phone and your account set up. Be sure you are logged into your account. Please send only photos that are "appropriate" for a publication like this. Lord of Life will not post those that are not "appropriate."

1. Touch the Instant Church Directory app on your cell phone to begin.
2. From the home screen that appears, go to the upper left of the screen and look for a "box" consisting of lines. Touch the "box." A drop-down menu should appear.

3. Touch "Edit My Family."
4. You can choose from "Edit Photo," to the right of Family Photo to add or change a photo, or "Edit" to change Family Information. You can also "Add Adult/Parent" names and "Add Child" names by touching on those spots.
5. Make your changes and be sure to save the change, by touching "Submit Photo" or "Submit Edits."
6. Next to existing first names that are listed, you will see, to the right of each name, a blue image of a person and a red image of a trashcan. Clicking on the red trashcan will delete that name from the list. Clicking on the blue image of the person will enable you to edit or add a cell phone number. After making your changes or additions, make sure you save them by touching "Submit Edits."