To use the directory online:

1. Go to www.instantchurchdirectory.com
2. Click on "Church Member Sign In." See below:
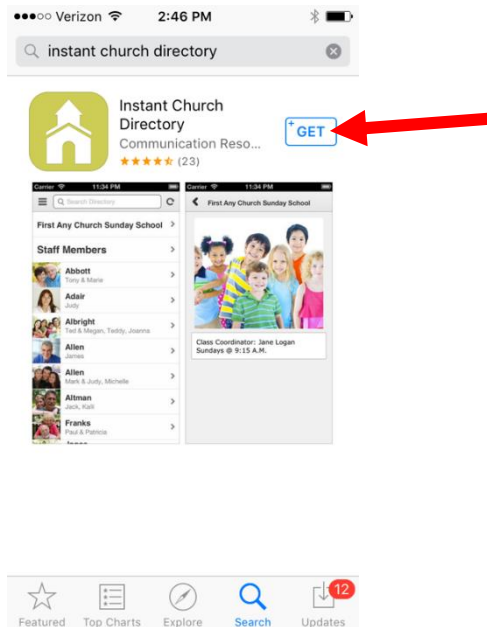

3. Click on "Create a login now." See below:

4. Enter you email address. This must be the email address we have on file for you in the church directory. If we do not have your email address, please call or email Rachel (rbasham@west7thcofc.org) and she will add your email.
5. Create a password.
6. Reenter your password and then hit "request login"
7. You will see the following message:
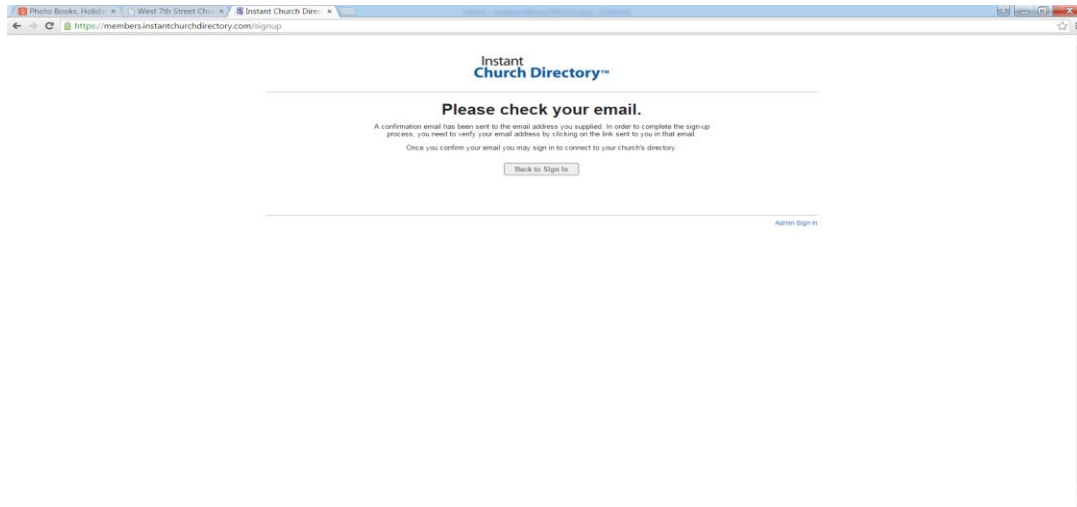
8. Check your email and click on the link that was sent.
9. This link will take you back to the login page.
10. Enter your email and password.
11. You should be looking at the new directory!

To use the directory app:

1. Go to the play store (android) or the App store (apple).
2. Search "instant church directory."
3. Choose "Get."

4. "Get" will disappear and "Install" will appear. Click on "Install."
5. You will see a "Download Now" button. Click "ok."
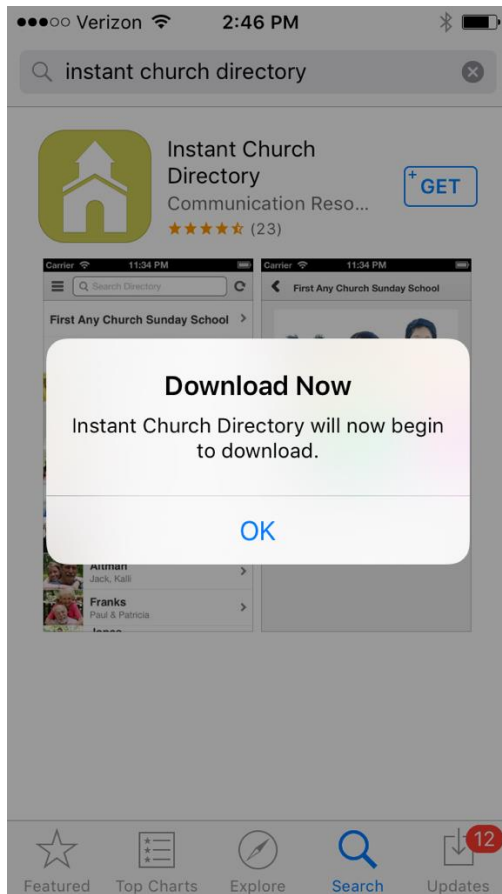
6. The app will ask for your email address. Enter your email address. This must be the email address we have on file for you in the church directory. If we do not have your email address, please call or email Rachel (rbasham@west7thcofc.org) and she will add your email.
7. Click on "Request Password."

8. Check your email to get your password. Remember, it could take a few minutes for the email to be sent.
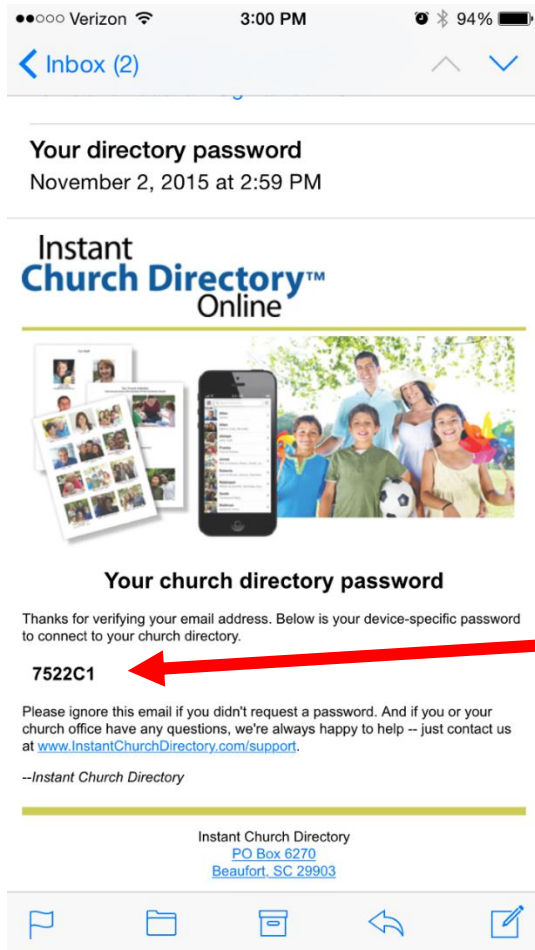
This is your password.

9. Go back to the app and enter your password.
10. You should be looking at the directory!