

A NEW "ON-LINE" MEMBER DIRECTORY! INSTANT CHURCH DIRECTORY

WHY?

- Printed directories are **costly**
- Printed directories require **significant staff time** to print, assemble and distribute
- Printed directories are **often outdated** soon after they are published
- **Secure, 24/7 access** to GPC member information from your smart phone, desktop, laptop, or tablet



HOW SAFE IS IT?

- If you and your family's emails, phones and addresses are already in our printed church directory, you will be able to sign into the online directory platform
- Once signed in to the system, you will create your own secure log-in using your email addresses you furnished the church, and a **unique password known only to you.**
- **Login requests are verified** so you don't have to rely on a single password shared among the congregation or passwords that must be changed whenever a member leaves
- You now have access to the ENTIRE church directory
- However, you can edit ONLY your own family's information
- You can change your photo, email address, home address, or phone number at your convenience
- A GPC Administrator must approve the edits before publishing any revisions online

HOW WILL IT HELP ME?

- **Quickly** find a GPC member's email, address, or phone number
- **Automatically** send someone an email, call them, or ask your GPS to map you to their address
- **Sort** by groups (session, deacons, staff, families, women's ministry team, out of town members/friends)
- **Update** your own information quickly and easily

CAN I OPT OUT FROM THE ON-LINE DIRECTORY?

- **Of course!** You can choose to publish as much or as little information. Just advise the church office

CAN I STILL RECEIVE A PRINTED DIRECTORY?

- **Absolutely!** Just advise the church office

HOW DO I SIGN UP TO USE THE ONLINE DIRECTORY?

- There are two free, easy, and secure methods:
 1. **Go to the Instant Church Directory website:** <https://members.instantchurchdirectory.com>
 - **Click** on "First Time Signing In? Create Login"
 - **Enter** your personal email then create (and save) your own secure password; -or-
 2. **Download the "Instant Church Directory" App** for your Apple or Android smart phone and follow the signup prompts

STILL HAVE QUESTIONS?

- Contact the Church Office or your GPC On-line directory **administrators:**
 - **Paul Northcutt** via email to penorth70@gmail.com, phone 520-508-9173; or
 - **Susi Childress** via email to office@gpcsv.org, phone 520-458-0034