## Seaside United Methodist Church Member/Visitor Directory Instructions

Seaside's Church Directory is provided through an arrangement with "Instant Church Directory and it is freely available for use on the computer using a web browser, or through an Apple (iOS), Android, or Windows Mobile app. In order to access our church directory, you must be a participant at Seaside United Methodist Church and have your member information entered by us in the church directory, including your email address.

## To access the directory via a computer Web Browser (Internet Explorer, Chrome, Firefox or Safari) visit www.instantchurchdirectory.com.

- ❖ If you have already registered, visit Instant Church Directory at <u>instantchurchdirectory.com</u>, click the Member Sign In tab and enter your email address and password to sign in.
- ❖ If you have not yet registered, at <a href="instantchurchdirectory.com">instantchurchdirectory.com</a>, click the Member Sign In tab and follow the prompts to register. If you receive an error, double-check your email address to be sure that it is the email address listed in the church directory. You may need to call the church office at 910-579-5753 to confirm the email address that is listed in our record.

## To access the directory using a mobile device such as a smartphone or tablet:

- Visit the app store appropriate for your device
- Search for the "Instant Church Directory" App
- Download the app and install to your device
- Register following the directions. Be sure to use the email address you have listed in the directory.
- If you have already registered to access the directory via a web browser, you may use the same email and password that you use for the website.

## To download a current pdf version of the directory that you can print at home, click here to download.

This file requires a password to open. Please call the church office at 910-579-5753 for the required information. Please speak with Kathleen Thompson or Meg Good.

To receive a printed copy of the current directory (note, the printed copy is only current at the time of printing):

- New members receive a free copy with their new member packet
- ❖ Others may purchase a hard copy for \$5.00 through the church office. Please call 910-579-5753 to order your copy and schedule pickup time.