

FRIENDS! Welcome to the all-new Holy Cross Anglican Church Directory system. Here's how it works –

The Big Picture:

(1) We will email you a new directory each quarter.

- We will do this automatically each quarter; that way it will always be fresh and up-to-date.
- We will email you the directory as a PDF file. You can save it to your computer, transfer to your smart phone, or print it – just like any other PDF file. You can also search the contents of PDF files using ADOBE Reader X or later. This is a free download on the internet.

(2) You can access the directory on line.

- This directory is accessible only to those in the directory. The general public cannot access any of this information or pictures.
- When you access the directory on line, you may change your address, email, and password.
- You may set privacy permissions. If you have children whose picture is in the directory, you will need to go to this part of the directory and unlock their names if you want others who are in the directory to see your children's names *in the online format*. They will appear in the PDF version automatically.
- You can upload a new directory picture for the next release of the directory – if you wish. Upload the picture as a new “family photo.”

(3) If you do not have a computer or email – you may purchase a printed copy of the directory at the Church Office for \$10.00 after May 10th, 2015.

The Fine Print:

- (1) Your account for the online directory and access to the online version of the directory is at the following web address: <http://hcac.ourchurchfamily.net>
- (2) Click on the link that says: “Sign Up” (it is **BELOW** the “Sign In” button)
- (3) Choose verification method: “email”
- (4) Enter the **email address at which you received your PDF copy** of the directory
- (5) Once you receive the verification email from ourchurchfamily.net, click on the link in the email
- (6) Enter a new password that you can remember
- (7) Re-enter that new password and click: “confirm”
- (8) You may now edit your profile; upload a photo, change passwords or change your privacy settings for the online version of the directory for yourself or – if you are over 18 - your family members.

QUESTIONS? Check with the Church Office