

THE CHURCH DIRECTORY

Access the Directory

1. Go to the church **website** at www.gcumc3.org. A password is needed which is available by contacting April in the church office.
2. The Directory is also available through a convenient **APP**. If the church office has your email address on file, search for “**Instant Church Directory**” on your phone or device to create your own password.
3. You may request a printed directory. This copy will include current information as of the date printed. Contact the office for a current copy.
4. Directory photos may be emailed to the church office or downloaded on the Instant Church Directory APP using EDIT.

Update your Information

Have you moved or changed phone numbers, have a new baby to add? EDIT your own information using the Instant Church Directory App or contact April in the church office. Edit instructions are below.

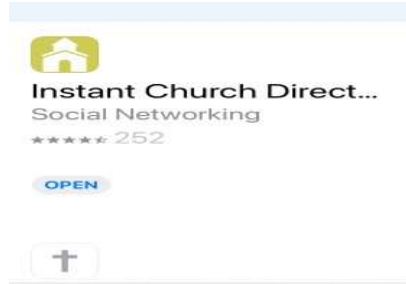
INSTANT CHURCH DIRECTORY APP

How to download and update the APP

(The church must have your email address before you can access this APP)

Using the APP Store, Google Play or other applications appropriate for your device:

1. Search for “**Instant Church Directory**”.



2. The **APP** offers the ability to ADD/CHANGE your information. Select MENU in upper left corner of the home page
 - **Edit My Family**
 - **EDIT:** photo, family members, personal information
 - **Choose File** to update a picture from your photos
 - Select **SUBMIT EDITS when finished.**
 - Edits must be approved by the church office administrator before appearing in the **Instant Church Directory**. (This process could take a few days.)

For questions or assistance, please contact a **Connection Team member**: Judy Eckhoff, Kathy Eagleson, Jean Noellsch, Danielle Brown, Joyce Dewey or the **Church Office Administrator** - April Rotramel 217-784-5452.