

HOW TO ACCESS AND USE THE CCF MEMBER DIRECTORY

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We now use a service called ChurchTrac to manage our church directory. Here's how to access it.

What you'll need:

- A computer, phone, or other device with internet access.
- The email address we have on file for you. (If you don't know what email we have on file for you, please contact the church office at 509-525-6230 or office@ccfww.org.)

You can access the directory with [this link](#), or by going to www.ccfww.org and clicking the link on the home page, or with this URL: http://churchtraconline.com/member_access.php?church=5095256230

You'll see this login page.

If it's your first time logging in, you'll need to get a temporary passcode. Click the link that says, "I do not know my Passcode, or I do not have a Passcode."

You'll be prompted to enter your email address and type in a few numbers to prove you're not a robot. Once you click "Continue" you can go check your email. You should see an email from ChurchTrac that includes your passcode.

Go back to the [ChurchTrac login screen](#) (it's a good idea to bookmark it) and put in your email and your passcode. Ta-da! You're in.

When you log in, you'll always start on your own profile page. From here you have a few options. You can change your own information, view and edit your family information, and view the directory.

Click "Directory" for a text-only list that includes names, phone numbers, addresses, birthdates, and email addresses for each family member.

Click on "Photo Directory" to view a list with photos. Note that the photo directory does not include email addresses or information about children.

Click on other members of your family to edit their information.

If you'd like to change your passcode, click the settings icon at the top.

Your address can be changed down in the family section.

You may opt in or out of being included in the directory.

If you have any questions, please contact office@ccfww.org.