



# Guide Book Publishing

## Online Directory & Mobile App Instructions

Your Online Directory & Mobile App is easy to download and easy to use!  
Here are some basic steps to get you started:

### Downloading the Mobile App:

- Go to your mobile app store and search for “Guide Book Publishing”
- Download the app to your mobile device
- Enter your mobile privacy code “stfranciscs” then click “Submit”
- Enter your personal username & password & click “Go” (If you want your log-in information stored, select “Remember Me”)

Once you have logged into your directory’s mobile app you will see a complete list of members, individuals, staff and also ministry groups.

### Search Features:

To locate a member of family you have 2 options:

- Type the name in the “Search” box and click on the blue “finder” button
- Click on the first letter of the member or family’s last name

### One Touch Texting:

- Locate the member you want to message
- Click on their profile image
- Click on the “SMS” icon by their cell phone number
- Write your message and hit “Send”

### One Touch Emailing:

Email an Individual:

- Locate the member you want to email
- Click on their profile image
- Click on their email address
- Write your email and hit “Send”

Email a Family:

- Locate the family you want to email
- Click on their profile image
- Click on “Email Family”
- Write your email and hit “Send”

### One Touch Mapping/Directions:

- Locate desired member or family
- Click on their street address
- A map to their house will appear
- Follow directions provided

### Uploading a New Photo:

- Go to your individual member or family profile
- Select “Change Photo”
- Select “Upload New Photo”
- Click “Choose a Photo”
- Select photo you want to use
- Photo will upload
- Position photo as desired
- Click “Save”

### Edit Member or Family Information:

- Go to your individual member or family profile
- Edit the information you want changed
- Click “Update”

