

MAKING CHANGES:

If you'd like to update your contact information or make changes to what information is shared in the directory, you'll need to visit your profile. You can do that by clicking "edit your profile" on your directory page or by choosing "Profile" from the dropdown menu in the top right of any Church Center page.



Home Give Groups Directory

TP

Directory > My Directory Profile

My information

Select the information you want to share with other members of the directory. (If any of your information is incorrect, you can [edit your profile.](#))



TP

Test Person

Include profile photo

crossway.wt@gmail.com

Join directory

Ask me later





ADDING INFORMATION:

Add sharable information to your profile by clicking the "Edit" button next to your contact information or personal information.



Test Person



My Directory Settings



My Giving



My Groups



My Registrations



Contact Information

Email

Home

crossway.wt@gmail.com

Primary



Edit



Edit

Personal Information

Gender

Birthdate

No Birthdate

CHANGE WHAT'S SHARED:

To change what information is shared in the directory, choose "My Directory Settings" from within your profile, then check the boxes next to the information you want to share. When you've selected the info you want to share, click "Update profile," and your directory profile will be updated.

1



2



Directory > My Directory Profile

My information
Select the information you want to share with other members of the directory. (If any of your information is incorrect, you can [edit your profile.](#))

- TP Test Person
- Include profile photo
- Include birthday (January 1)
- Include anniversary (January 1)
- 123 456 7890
- crossway.wt@gmail.com
- 123 Made Up Lane
Manassas, VA 20110

Remove all

Update profile



CARECARD

CALENDAR

DIGGING DEEPER

DIRECTORY

SERVICE ARCHIVE



You can always find the Directory
through the church website,
www.crosswayfellowship.org/directory