

## Notes for Using the Online Member Directory St Anthony Orthodox Church

- You must set up an account and be approved to access the Directory. This “account” is never shared nor used for any other purpose. The purpose of having an “account” structure is to provide online security for your contact information on the web – this ensures that no one accesses the Directory except our own parish family.
- Your “account” is not used for financial transactions of any sort, although the website may refer to you during account creation as a “customer.” The website views you as a “customer” of the Directory. No funds are involved, no credit card information, no financial transactions. Enter only your name and email address (and/or other contact info to identify you), then click “continue.”
- Do NOT share your login and password with anyone else. Your brothers and sisters in the parish are counting on you to help keep our identities safe and secure.
- Please feel free to explore the Directory. Try scrolling to the bottom of the list on your screen. You will see more options for Printing the Directory or Viewing it in different formats. For example, you can print out a list with everyone’s namesday, in date order.
- Clicking on a member’s name will bring up more details about that member (contact information).
- You can search for a certain member. Use the search bar near the top.
- Finally, we encourage you to send us a “selfie” or a digital portrait that we will use in the Directory to accompany your contact information. This helps us recognize each other as we continue to grow.
  - We can use .jpg, .png, .gif image file formats only
  - Formats we cannot use: raw and .heic
  - All images must be “portrait” style (head and shoulders) of individuals; distant photos, full-length photos and group/family photos cannot be used
- If you have any issues accessing the Directory, or to send your selfie, please email [webmaster@orthodoxbozeman.org](mailto:webmaster@orthodoxbozeman.org)