

Dear [CTRN inserts First and Last name],

We are excited to announce our new online church directory! It contains most members, staff and some active friends of the church. The directory is password protected and only available to members of our church family. You control how much information to share.

If you have questions you can use the Help tab in the directory, or contact [poonlineirectory@gmail.com](mailto:poonlineirectory@gmail.com)

### To Access the Directory:

1. Go to [www.princeofpeaceparish.org](http://www.princeofpeaceparish.org)

2. Describe where members can find directory link

SCROLL DOWN -  
BOTTOM OF MAIN PAGE - DIRECTORY

3. Enter your Username and Password:

User Name: **firstnamelastname** (or provide another format listed above)

Password: **peace** (please provide a password or request unique passwords)

4. Press Go

Please change your password and update your profile. Instructions can be found below or in this video:

[Member Guide to Updating Your Profile](#)

### To Change Your Password:

1. Click the "My Profile" tab

2. **Change your password** to something you can easily remember. Enter your new password in the password field and click update. (Your password is encrypted and is not visible to anyone, including church staff.)

### Mobile App For Your Smartphone And Tablet:

Download the free mobile app by searching "CTRN Online Directory" at your app store. You will be asked for our mobile privacy code. It is **(CTRN INSERTS CODE HERE)**. When the app opens, enter your username and password, and select "remember me."

Our directory app has an option for you to receive mobile notifications from our church. When you download the app, please allow notifications so that we can reach you (i.e., in the event of closing due to inclement weather). For more information about notifications, [click here](#).

We hope that you use, learn from, and enjoy our new directory!