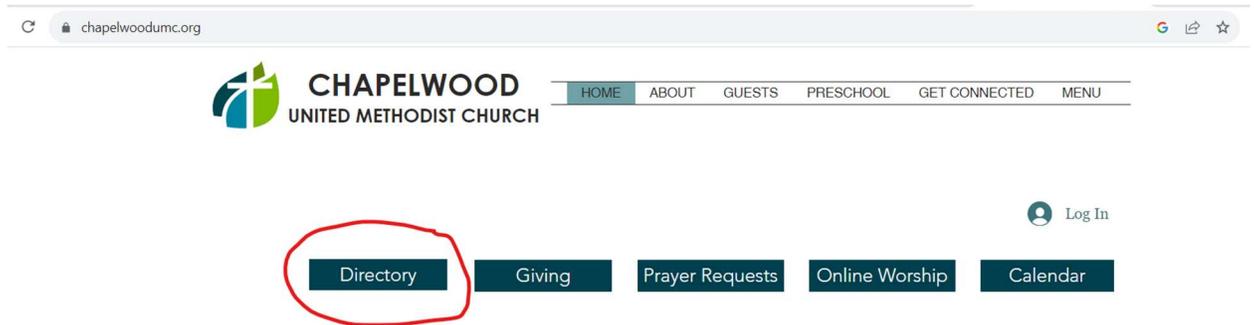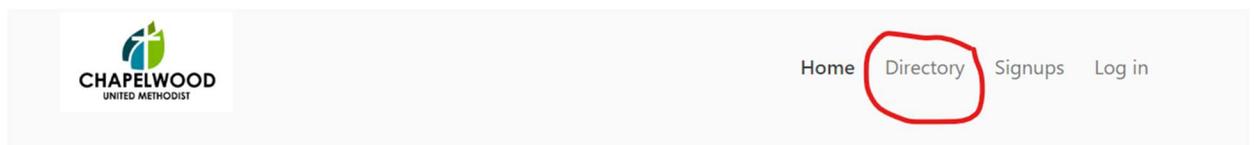# Accessing the Church Directory from a Web Browser

1. **Go to the website chapelwoodumc.org.**

2. **Click on the blue Directory box located on the left side of the page.**

3. **Click on Directory in the top right corner of the page**

4. **Enter your mobile number as directed. If you do not have a mobile number, click on use email address instead and enter your email address.**

To get started, enter your mobile number.
We'll send you a code you can use to log in or create
an account.

> 888-555-1212

By continuing, you agree to Planning Center's Terms of
Service and Privacy Policy.

Next

Use email address instead

5. **Enter the code from your mobile number or email.**
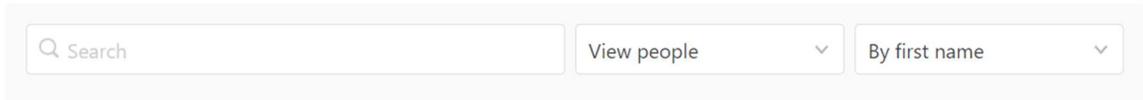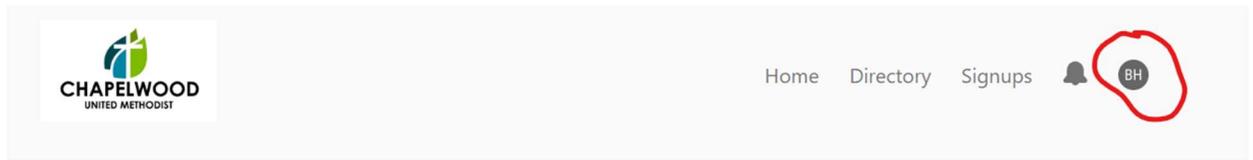
Please enter the six-digit code sent to 9796656884:
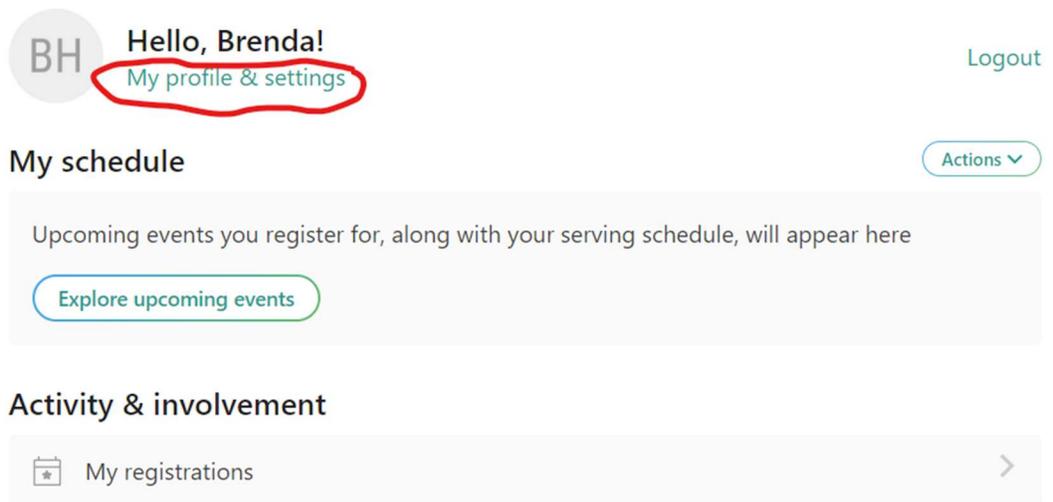
> 000000

Next

Edit mobile number   Resend code

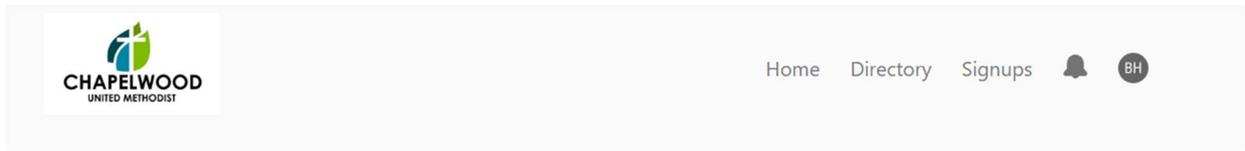6. **Click the button with your name to login.**

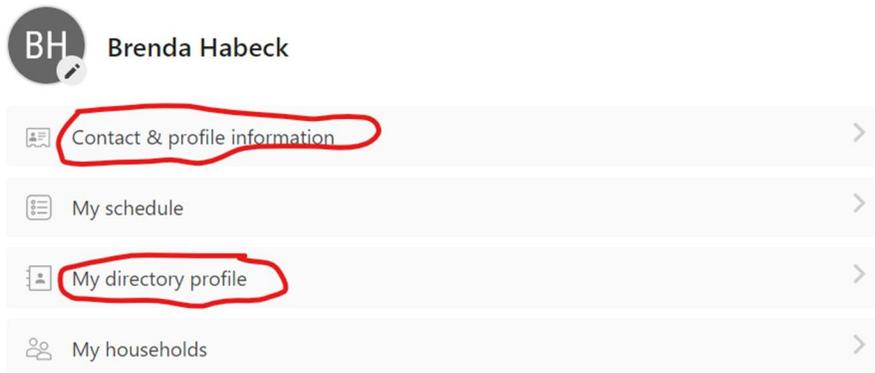**7. Click on your initials in the top right corner.**

8. Click on My Profile and Settings.

9. **Click on Contact Information to update your information then click on Directory information to select what you would like to be visible in the on-line directory.**

10. **Click on Join Directory**