Welcome to Harcourt's Church Directory!

This can be your one stop for names, addresses, pictures of our Harcourt community.

Harcourt Memorial United Church

Harcourt Community Directory

Table of Contents

Let's get started, by signing you up.

We will start with accessing the directory through your computer (not mobile device). Open a browser such as Edge, Chrome, Firefox or Safari. Go to https://members.instantchurchdirectory.com/signup.

Enter in the email address that Harcourt has on record for you.

Create your own unique password and confirm that password.

Hit the **Submit** button.

Instant
Church Directory™

Welcome!

Get started by using your email address to connect to your church's directory.

It's a good idea to use a strong password that you're not using elsewhere.

Password must be at least 8 characters and contain at least two of the following special characters: Capital Letters, Numbers or Symbols.

Email address in your church's directory

> kenthoeg1961@gmail.com

Create a password

> ●●●●●●●●

Confirm password

> ●●●●●●●●

Submit

Back to Sign In.

Are you a church admin? Sign in here.

You will receive an email from no-reply@instantchurchdirectory.com.

If the email was not found within our Church Directory, contact the Harcourt Office at office@harcourtuc.ca.

Instant Church Directory™

Welcome!

Please check your email.

A confirmation email has been sent to the email address you supplied. In order to complete the sign-up process, you need to verify your email address by clicking on the link sent to you in that email.

Once you confirm your email you may sign in to connect to your church's directory.

Back to Sign In.

Are you a church admin? Sign in here.

Press the link within the email sent to you. This verifies your email address.

Online Church Directory Email Confirmation

Please verify your email address by clicking on the link below:

https://members.instantchurchdirectory.com/signup/confirmation/9fe9cafe-fb01-4168-930b-f5f83a5a5a9e

Once you click on the link above, your email address will be validated.

One Login for Any Device!

You can use the same login to access the Online Member Directory and the Members Mobile App on iOS or Android. To login, please enter this email address followed by your password.

Please ignore this email if you didn't request a password and contact your church with any questions or concerns.

-- Instant Church Directory

Instant Church Directory
PO Box 9290
Canton, OH 44711

Pressing the link, will allow you to **Sign In**.

Instant
Church Directory™

Church Member Sign In

Email address in your church's directory

kenthoeg1961@gmail.com

Password

••••••••

Sign In

Forgot password?

or

First time signing in?

Create Login

Are you a church admin? Sign in here

You now have access to the Harcourt Directory!

Verify your account, and upload your picture

Now that you are signed in, let's take you through some basics.

- Search (box by the magnifying glass) – use the Search bar to find someone you would like more information on. Try to search for yourself. Find yourself and click on your name.

- You will see your picture (if uploaded), your address, email and phone number.
- Click "**Edit My Family**" to make changes.

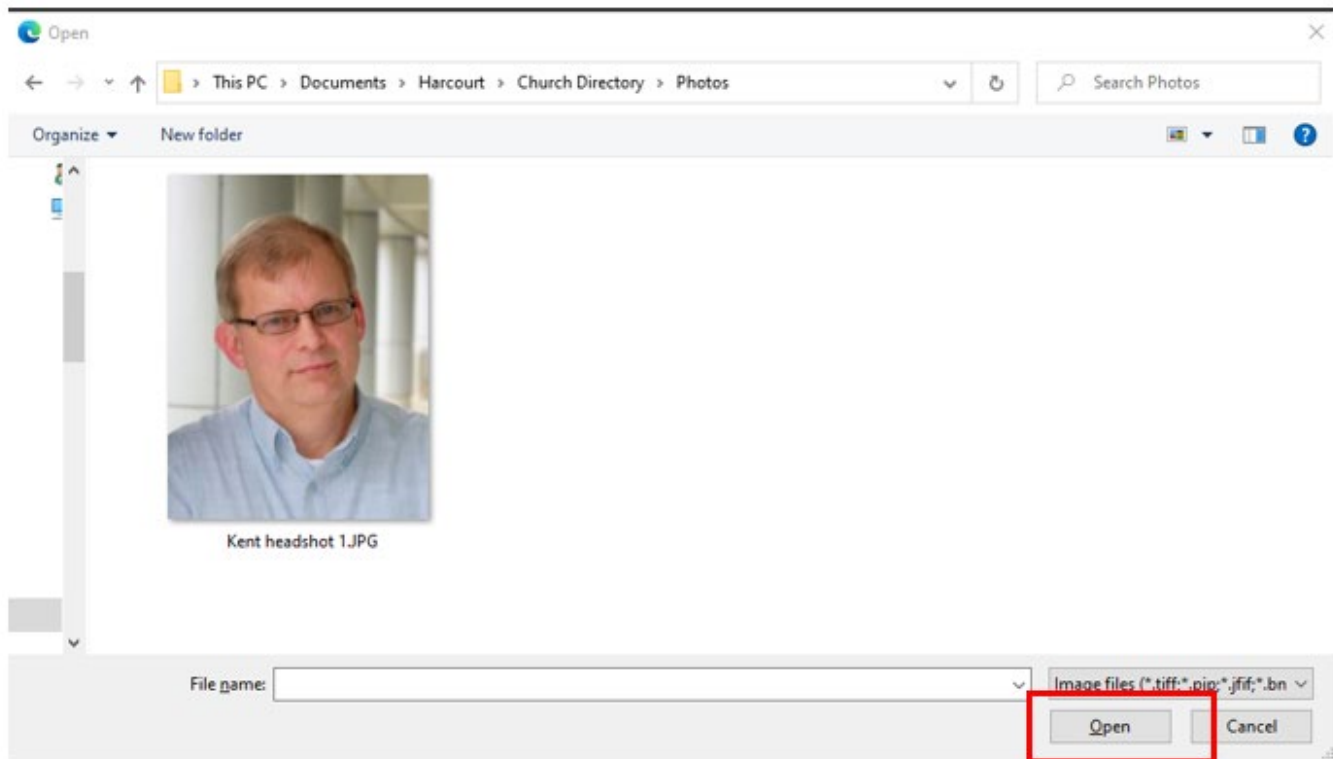Once you "Edit My Family", you can make changes, add partners and children and upload a photo.

Let's upload a photo! Click "**Choose File**".

Navigate to a photo on your computer that you like and select it and press "**Open**"

That's it! Your photo is uploaded.

If you don't like the size or quality of your photo, Instant Church Directory gives the following advice:

- Family Page photos: 2.0625" wide x 1.8125" high (618 pixels wide x 543 pixels)
- All photos should be set to the highest quality print (minimum 300 dpi photos).
- Photo color palette should be sRGB (not RGB)

Or if that's too technical, contact tech@harcourtuc.ca or 519-824-4177 for assistance.

Feel free to make other changes. You can add "Adult/Parent" (say your partner or spouse, if not already there). You can add "Child". You can correct or add your address, add multiple phone numbers or email addresses.

Once you have made all your changes, click "Submit Edits".

Edit My Family

Edit your family details or your photo and then click the Submit Edits button to post your changes to your directory administrator for review.

Choose a new photo

Choose File | Kent headshot 1.JPG

Family Last Name

Hoeg

Adults/Parents

Kent-Test

[+ Add Adult/Parent]

Children

[+ Add Child]

Address

50 Stone Rd E

Address 2

City | **State** | **ZIP**
Guelph | ON | N1G 2W

Family Home Phone Number
(List individual cellphone numbers under each adult or child.)

226-979-2726

Family Email
(List individual email addresses under each adult or child.)

kenthoeg1961@gmail.com

Anniversary

(year not required)

Submit Edits

Once you hit **Submit Edits**, you will receive a message that your changes have been submitted. An email is sent to the Harcourt Photo Directory Administrator to approve the changes. This is a safety feature, to ensure that all changes are appropriate.

Woo hoo! Your changes have been submitted.

Thank you for your help in keeping our directory up to date! Your request to change your information has been submitted for approval.

Your updates will show as soon as they have been approved.

Congratulations! You have now updated your own directory entry.

Take a moment to navigate the Harcourt Photo Directory. The next pages will assist you in the key features.

Navigation
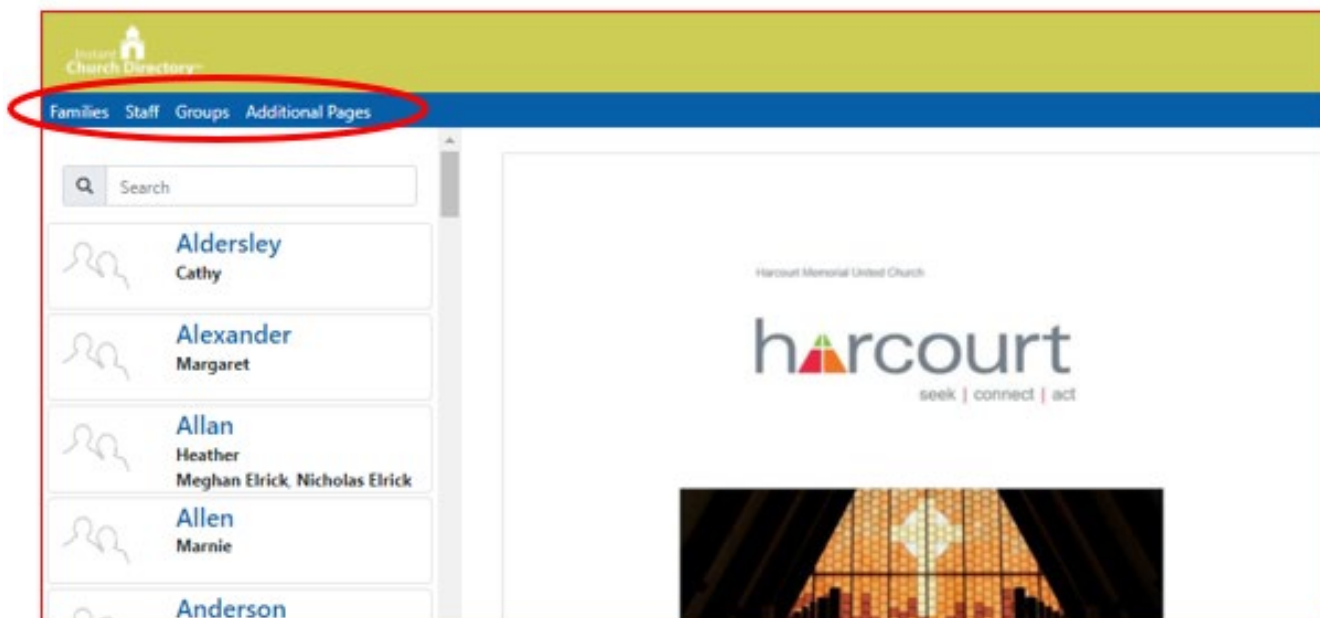
From the main menu, you have several options.

Families – This is the list of all families that are in our Harcourt Directory. From here you can ***Search*** for people within the Harcourt community and determine their address, phone number and email. If you search for yourself you can also edit your directly listing to make any changes necessary.

Staff – a list of all Harcourt Staff members, including contact information and photos.

Groups – a list of Harcourt Groups and members. At this point, only Council and Trustees are listed.

Additional Pages – pages where Harcourt can celebrate the many activities that go on within Harcourt. This section has not yet been created.

Don't be shy, feel free to navigate about the pages. You cannot do any damage. You can only change your own directory listing (and those get submitted for approval). Everything else is view-only.

Getting Help
Need more help? Please try the resources below:

- https://help.instantchurchdirectory.com/collection/775-church-member-help
- Contact our technical team at tech@harcourtuc.ca ; 519-824-4177

Mobile Apps

Yes, you can download a mobile version of Instant Church Directory and get directory information while you are on the move. Download the app and sign on with your email and password generated above.

When you are viewing a directory listing you can:

- Select their address and have your phone's mapping program (iPhone maps, Google maps) give you directions to the address.
- Select their phone number and have your mobile device automatically phone that number.
- Select a persons email and have your mobile device automatically open up your default email application and you can send an email

You can also submit changes to your own directory listing (go to Menu at the top left of your screen and select "Edit my Family".

Get started by downloading the Instant Church from your phones app store. Search for "Instant Church Directory" by Communication Resources Inc.
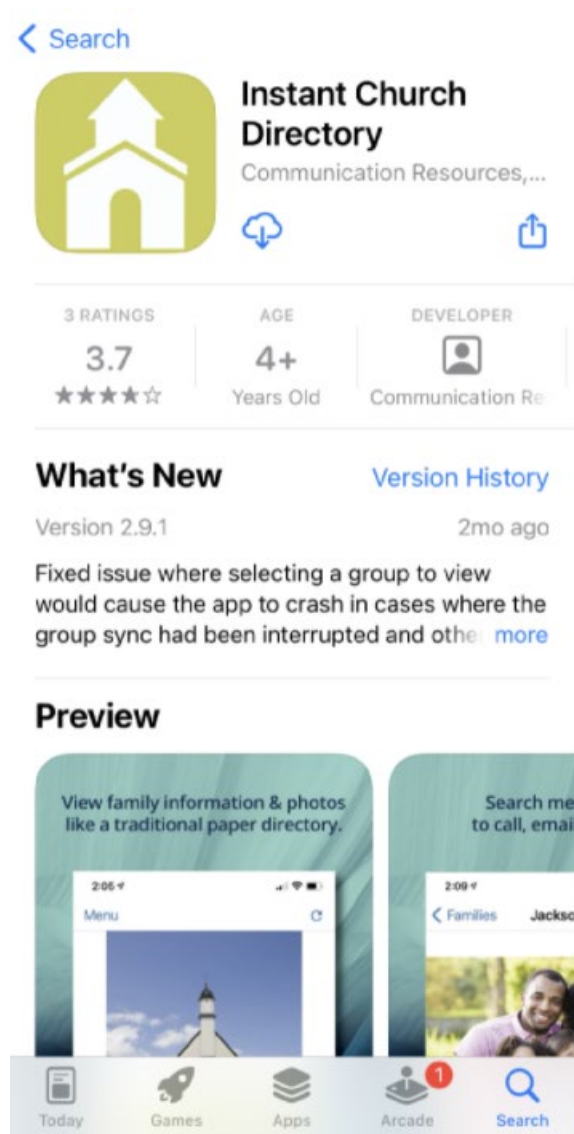
Open the app and **Sign In**.

Once signed in, navigate as you did in the computer version (go to Families, Groups, etc.)
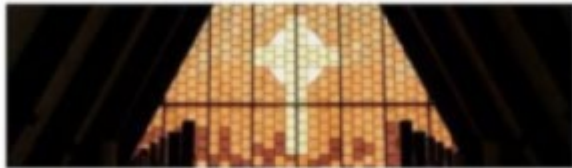
*** We use a software product called Instant Church Directory (https://www.instantchurchdirectory.com).