

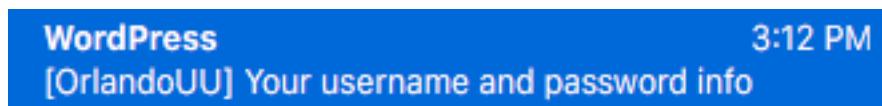
February 2018

Dear 1U Member,

Our online Member Directory is finally available for you to use to look up phone numbers, addresses, and email addresses for 1U members! Access to this directory is limited to current 1U members and staff through a secure log-in process. Here's how you get your username and password.

## First you get an email

Your 1U website logon is based on the email address that 1U currently has on file for you. You will soon be receiving an email at that address that looks something like this:



This WordPress email will include:

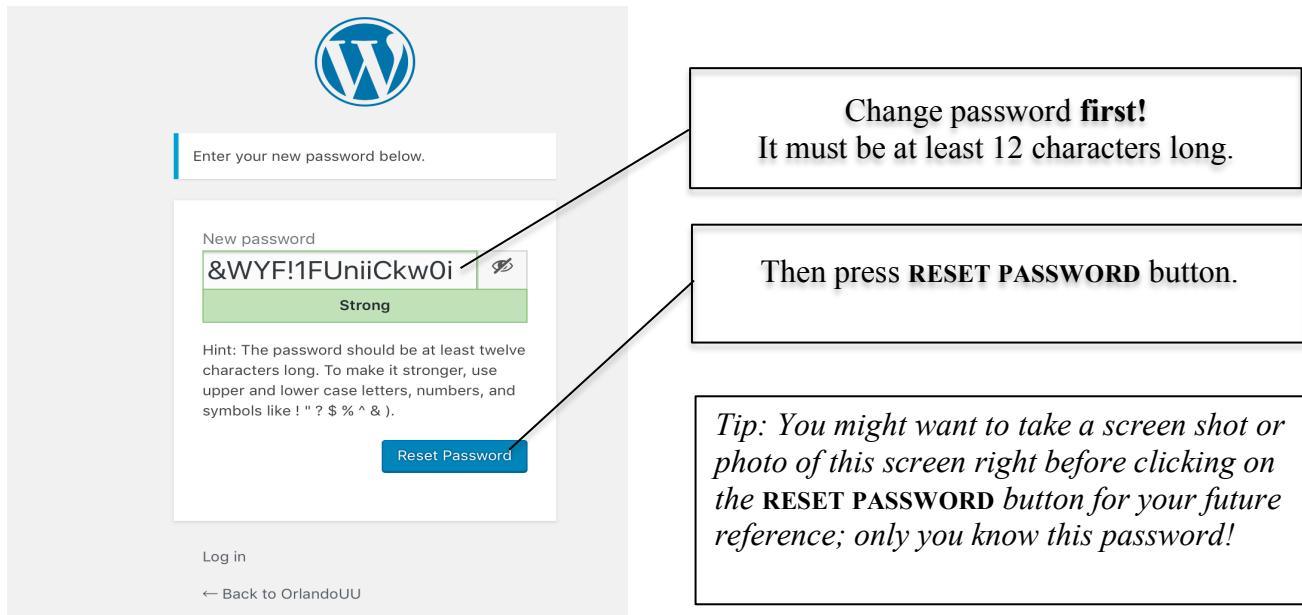
- Your assigned **username** (created from the first letter of your first name and your full last name).
- A **link for you to click** to create your password.

**NOTE:** You might need to look in your **Junk or Spam** email folder for this message.

For those of you who share this name combination with another member in our church, a number will be appended to the end of your username.

## Then you create your password

1. Click on first line of links in the email you received. The following screen appears:

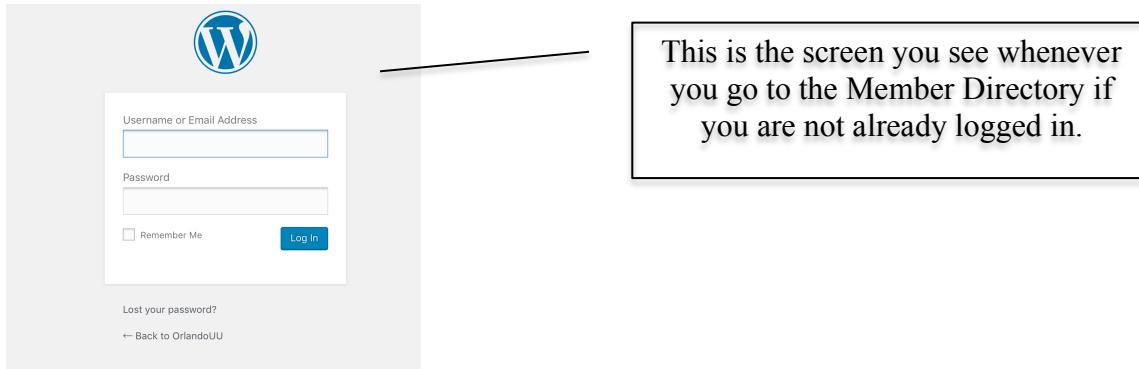


Whenever you click on the **RESET PASSWORD** button, it will set your password to be whatever is typed in the **NEW PASSWORD** field, so if you haven't typed in a password of your choice, the difficult one they assigned you becomes your password.

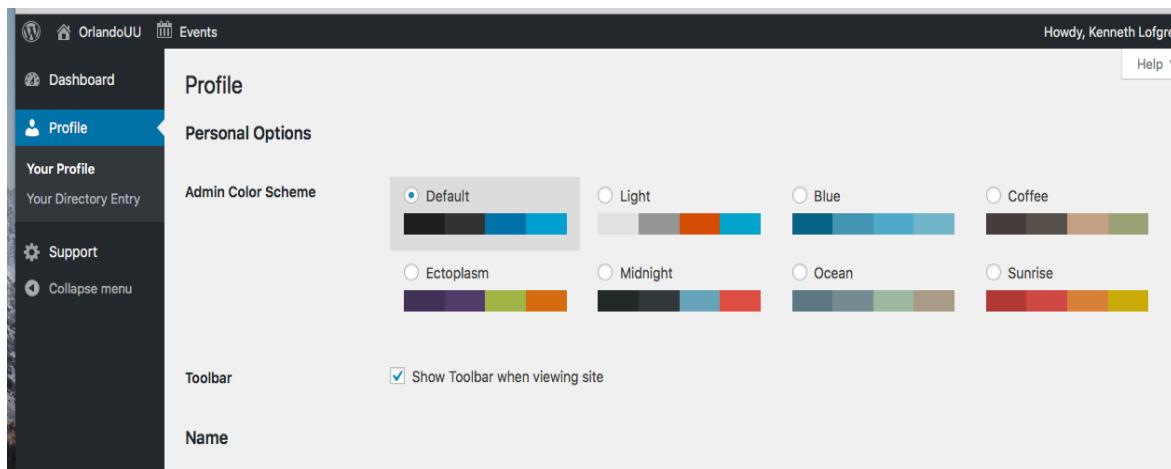
2. After clicking on **RESET PASSWORD**, the following screen appears, and it includes a link for you to click to log in.



3. Now you've reached the official WordPress login screen. Type in your assigned username (given to you in your initial WordPress email) and the password you just created. If you click on the little box next to **REMEMBER ME**, your logon will be saved on the computer/device you are currently using. Click on **LOG IN**.

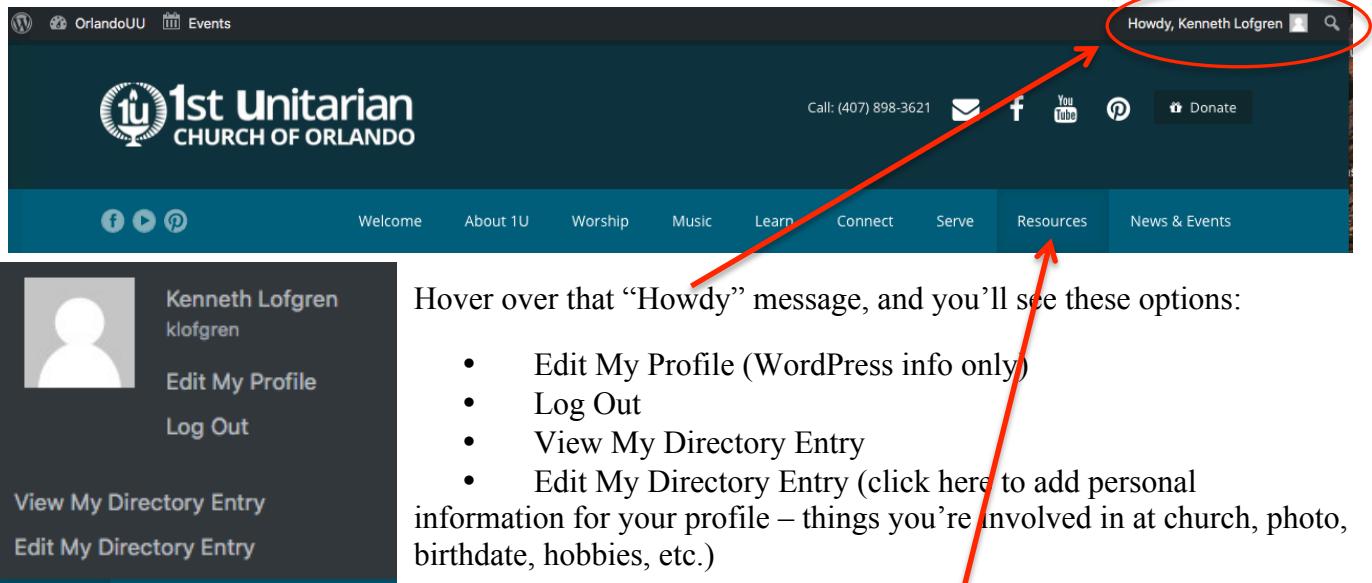


4. You then see your WordPress profile (which is different from your Member Directory Entry). You don't need to fill in any information here. You're done with all the essential work of getting access to the Member Directory.



## Editing your Member Directory Entry

In addition to your name, address, phone numbers, and email address, you can add more information about yourself to your Directory Entry. There are a number of ways to get to the screen where you can add or edit this information. The easiest way is to go to the far upper right corner of the 1U website page where you'll see "Howdy, (your name)." This appears as long as you are logged into the 1U website.



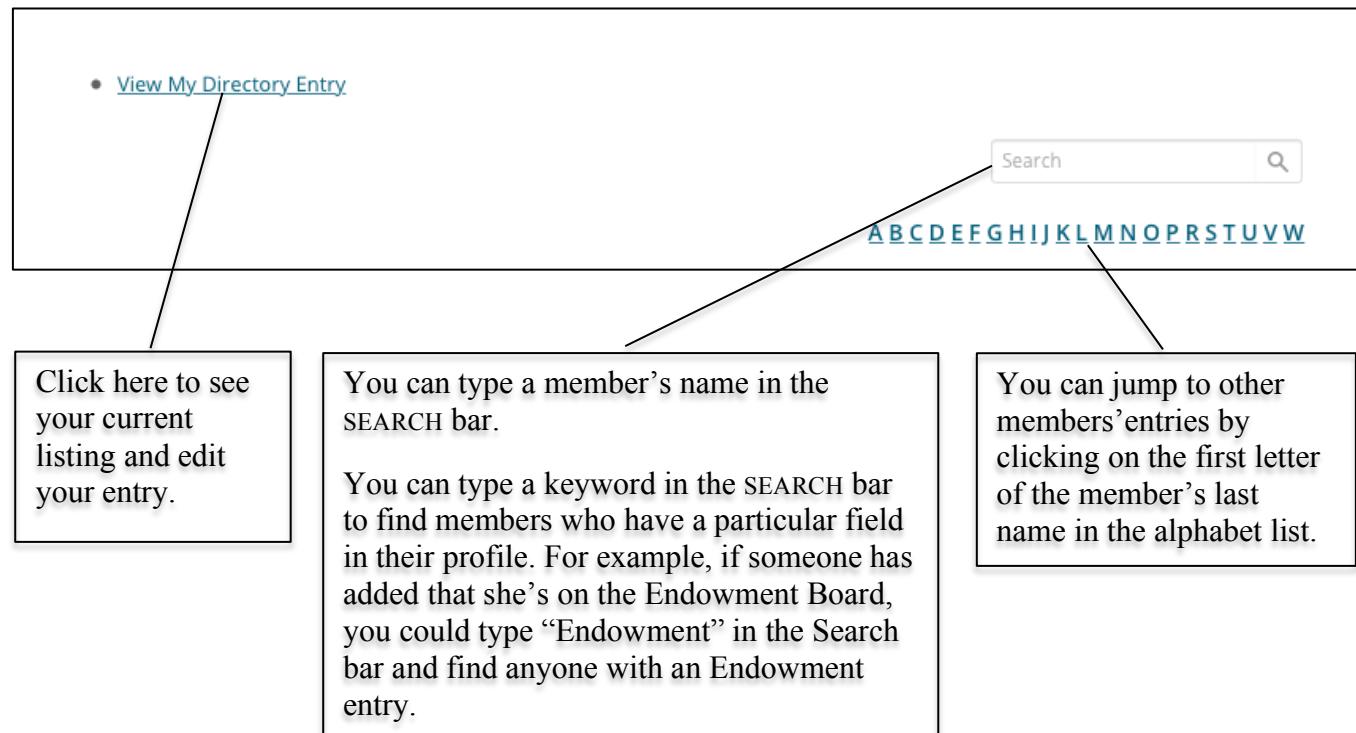
The screenshot shows the 1st Unitarian Church of Orlando website. At the top right, a red circle highlights the "Howdy, Kenneth Lofgren" message. A red arrow points from this message down to a list of options. The list includes:

- Edit My Profile (WordPress info only)
- Log Out
- View My Directory Entry
- Edit My Directory Entry (click here to add personal information for your profile – things you're involved in at church, photo, birthdate, hobbies, etc.)

On the left, a sidebar shows a profile picture, the name "Kenneth Lofgren", and links for "Edit My Profile" and "Log Out". Below that are "View My Directory Entry" and "Edit My Directory Entry" buttons.

## Searching the Member Directory

When you open the Member Directory, which is available under **RESOURCES** in the title bar of our website, you see this at the top:



The diagram illustrates three methods for searching the member directory:

- View My Directory Entry:** A link in the top left corner.
- Search Bar:** A search bar with a magnifying glass icon in the top right corner. Below it is an alphabetical list of letters: A B C D E F G H I J K L M N O P R S T U V W.
- Alphabetical List:** A list of letters A through W, each with a line pointing to it from a callout box.

Callout boxes provide more detail:

- View My Directory Entry:** Click here to see your current listing and edit your entry.
- Search Bar:** You can type a member's name in the SEARCH bar. You can type a keyword in the SEARCH bar to find members who have a particular field in their profile. For example, if someone has added that she's on the Endowment Board, you could type "Endowment" in the Search bar and find anyone with an Endowment entry.
- Alphabetical List:** You can jump to other members' entries by clicking on the first letter of the member's last name in the alphabet list.

