



Family Directory Instructions

1. Navigate to:
<https://servantkeeper.com/directory/woodcrest/>

Enter

[Manage My Family Info](#) | [Logout of Directory](#)

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2. Enter Password:
password is available from
the church office.

Woodcrest Church

Please enter the password to login.

Password

Enter



[Manage My Family Info](#) | [Logout of Directory](#)

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fcrcst/family/grid/#top



List of Families Directory

Search:

Family Individual  

No picture Churchgoer, John & Janey	No picture Clark, Mike & Sandi	No picture Coe, Cherylann	No picture Crow, Nicole
No picture	No picture	No picture	No picture

3. Find your family in the directory and click on name. You can also search by Family or Individual first name or last name.

Family Individual  

Churchgoer, John & Janey

Close

Address Churchgoer, John & Janey
525 Cliff Rd
Eagan, MN 55123

Home Phone 555-555-5555
Family Status Church Member

No picture

No picture John Churchgoer	No picture Janey Churchgoer	No picture Julie Churchgoer
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Close Churchgoer, John & Janey

« First 1 2 3 4 5 6 7 8 Last (8) »

[Manage My Family Info](#) Logout of Directory

4. Click on Manage My Family Info.

Login Member Portal

Email

Password

Enter

[Forgot your password?](#)

[Haven't registered yet?](#)

5. Click on Haven't registered yet? to create a login to manage your profile.

Registration Member Portal

Family Email Address

john.churchgoer@gmail.com

Get Email

[Back to the login page](#)

6. Enter the Family Email address associate with your profile, typically the head of household email.
A registration email will be sent your email address. Follow the instructions in the email to create your Family Directory Login.

icrest/family/grnd/#top

List of Families Directory

Q

Family
Individual
☰
☷

No picture

Churchgoer, John & Janey

No picture

Clark, Mike & Sandi

No picture

Coe, Cherylann

No picture

Crow, Nicole

**7. To manage your Family and Individual profiles -
Navigate back to the Family Directory and click on your Family name.**

Portal Profiles

Family Members

- Family Profile
- John
- Janey
- Julie

Family Profile

Address ✎ Edit

525 Cliff Rd
Eagan, MN 55123
Address is listed

Phone Number ✎ Edit


555-555-5555
Phone number is listed

Email Addresses ✎ Edit

janey.churchgoer@yahoo.com
Email is listed

Directory visibility ✎ Edit

Profile is visible



Upload Picture
Delete Picture


8. Upload a Family photo from your device. This will appear on the directory for Woodcrest members to see!

Woodcrest Church

List of Families Directory

Q

Family
Individual
☰
☷



Churchgoer, John & Janey

No picture

Clark, Mike & Sandi

No picture

Coe, Cherylann

No picture

Crow, Nicole

Home Profile

Family Members

Family Profile

Address [Edit](#)

555 Oak St
Eagan, MN 55123
Address is listed

Phone Number [Edit](#)


555-555-5555
Phone number is listed

Email Addresses [Edit](#)

janey.church@jahoo.com
Email is listed

Directory visibility [Edit](#)

Profile is visible



[Upload Picture](#) [Delete Picture](#)

9. Edit Name, Address, Phone number, Email for Family or Individual.

Enter Birthday, Gender (for all individuals) and Education (children only).

Determine which information is visible on the directory.

Home Profile

Family Members

Julie

Name [Edit](#)

Miss Julie (Julie) Churchill

Address [Edit](#)

555 Oak St
Eagan, MN 55123
Address is listed

Phone Numbers [Edit](#)

555-555-5555
Phone number is listed

Email Addresses [Edit](#)

Birthdate, Gender, and Education [Edit](#)

2019-12-31
Female

Directory visibility [Edit](#)

Profile is visible

[Upload Picture](#) [Delete Picture](#)