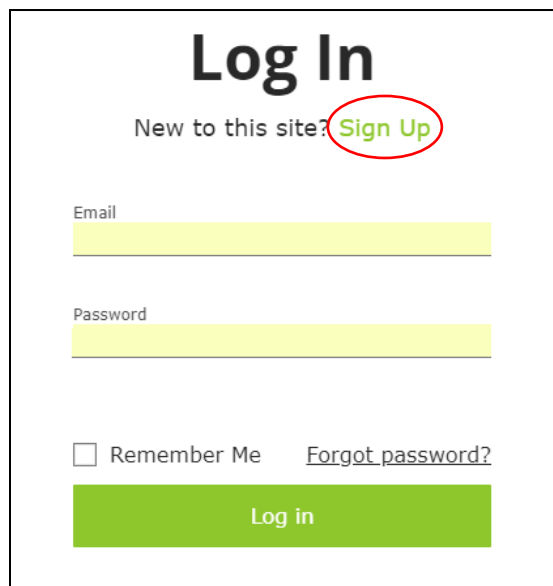# ONLINE PICTURE DIRECTORY INSTRUCTIONS

These instructions will show you how to sign up for access to the Chase Park online picture directory, and be able to view address, phone and other member information:
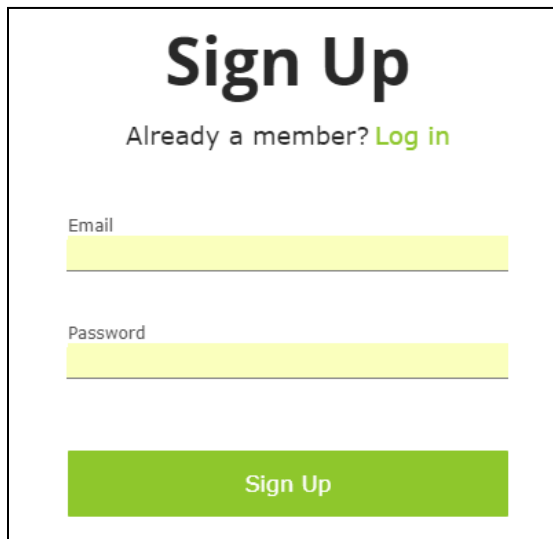
1) Go to the church's web site at: **https://www.cpcofc.org**

2) When the home page of the web site is displayed, you will see a line of menu links similar to the following illustration. Click the link on the far right that says: **Members Only**

3) When the next page is shown, you should see a **Log In form** similar to the illustration below. Before you can use it to log in to the Members Only page, you will need to **Sign Up** and request access to the page by clicking the link at the top of the form that says: **"New to this site**? **Sign Up".** *(for a Forgotten Password, see page 3 below)*

4) When you click the **Sign Up** link noted above, you will see the **Sign Up form** *(illustrated below)* where you should enter your email address, and a password that you create and will need to remember for every time you Log in to the Members Only page, and then click the green Sign Up button at the bottom of the form.
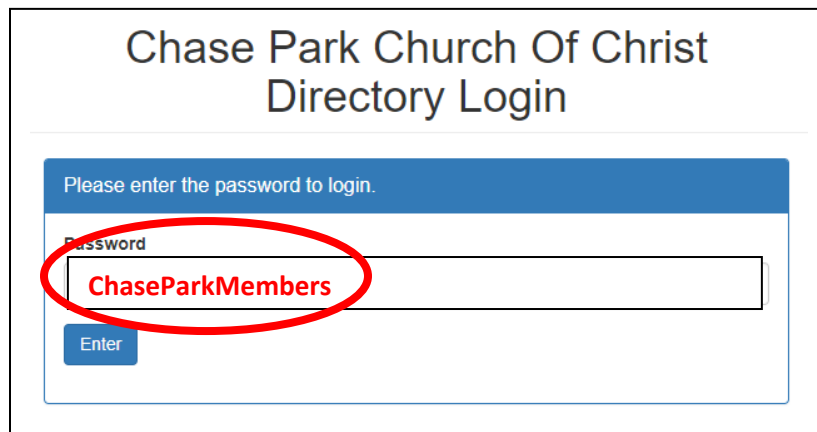
5) When you complete the Sign up form, your request for access to the Members Only page will be sent to the site administrator for approval. You should receive an email message within a short time *(hopefully, within an hour or so)* with a subject line that says: "**You're now a site member!**". That email message will contain a link that says: **Go to Site**, which you can use to return to the Chase Park home page. You will then be able to click the Members Only link again, as described in the step 2 instructions above, and enter your email address and password to get to the Members Only page, illustrated below. Then, to get to the Online Family Picture Directory, click the link that says: **Click Here to view the Online Family Picture Directory**. *(Above that link, there are instructions about the generic password (ChaseParkMembers), which will be needed on the Directory Login page. You will need to enter that password exactly as shown, with no spaces and with upper case C, P and M.)*

6) The Directory Login page shown below will then be displayed. Enter the **ChaseParkMembers** generic password as noted above to view the directory.

7) When you enter the password and click the **Enter** button, the first page of the picture directory will be displayed with a search bar at the top where you can enter any part of a name to be displayed. Any matching family pictures and information will be shown. You can click on the family picture to display other information and pictures for the individuals in the family.
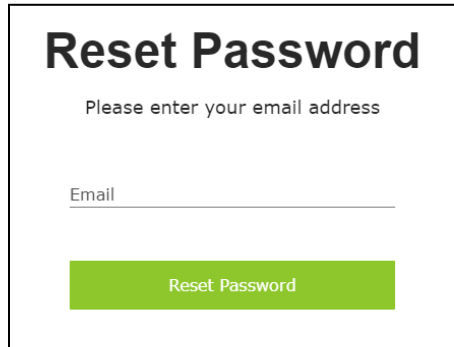
If you have any problems or questions about viewing the directory, or the web site in general, you can use the "**Contact Us**" form at the bottom of most pages on the web site, or contact me directly at church, or by email or phone:

Ray Brown - rabpab@gmail.com - (256) 653-8046

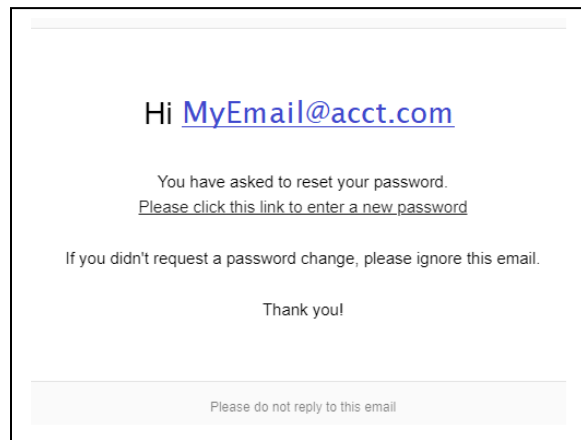# Online Picture Directory Instructions

Additional instructions about a Forgotten Password.

If you forget the password you created to Log In to the Members Only page, you can request for your password to be reset. To do that, follow the initial instructions above to get to step 3 where the Log In form is shown. Near the bottom of that form you will see a link that says: **Forgot password?** Click on that link to go to the Reset Password request form, illustrated below…
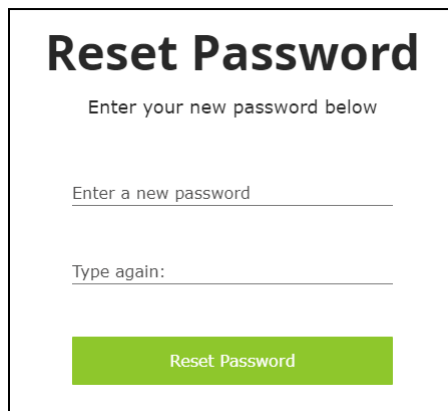

Enter your email address and click the green **Reset Password** button. That will send a link to your email account with the subject line of **Reset your password**, and a message as illustrated below…

Click the link in the message that says: **Please click this link to enter a new password.** That will take you to the Reset Password form illustrated below…

Enter your new password two times, and click the green **Reset Password** button. That new password will need to be used the next time you Log In to the Members Only page.

Ray Brown - rabpab@gmail.com - (256) 653-8046