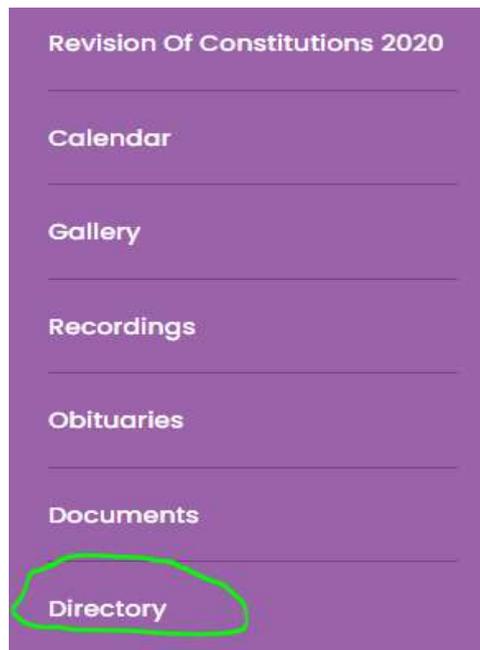


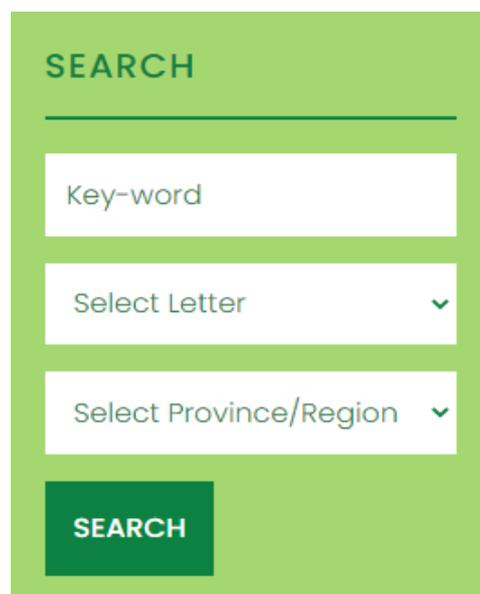
Notes On Directory Section For Computers/Laptops

To use the Directory Section, you need to log in to the Members Area, following the steps in [How To Log In To Members Area For Computers And Laptops](#). The Directory Section will give you a Sister's name, address, telephone number and email address to make it easier to make contact.

Once in the Members Area, click on Directory in the Purple Menu to the left hand side (circled in green).



It will bring you to the **Directory** section with a **Search Box** on the right hand side.

A search form with a light green background. At the top, the word "SEARCH" is written in dark green. Below it is a white input field with the placeholder text "Key-word". Underneath that is another white input field with the placeholder text "Select Letter" and a small downward-pointing chevron icon on the right. Below that is a third white input field with the placeholder text "Select Province/Region" and a small downward-pointing chevron icon on the right. At the bottom of the form is a dark green rectangular button with the word "SEARCH" in white capital letters.

Enter the Sister's surname, first name or both names that you are looking for in the Keyword Box. *Remember if you just put in a surname or just a first name, all Sisters with that name will appear in a*

list. You can include the Province/Region (if you know it) although it is not necessary as all Sisters with the name you entered will be listed. Then click Search.

Click on the name of the Sister you require, and the following will appear



Click on the Sister's name (circled in green) and the following will appear



You will then have all the information you need to make contact.