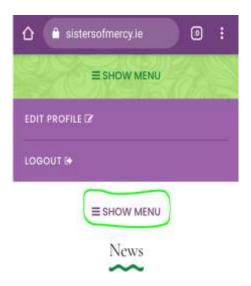
Notes On Directory Section For Tablets/Mobile Phones

To use the Directory Section, you need to log in to the Members Area, following the steps in <u>How To</u> <u>Log In To Members Area For Tablets and Mobile Phones</u>. 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 the Purple Show Menu (circled in green) above the News heading.



This will then bring you into a Purple Menu Box, click on Directory (circled in green)

News	
Morcy Alivo	
Subscribe to Mercy Alive	
Revision Of Constitutions 2020	
Calendar	
Gallery	
Recordings	
Obituaries	
Documents	
Directory	
Links	

Move down to the bottom of the page until you see the Search Box

SEARCH	
Key-word	
Select Letter	¥
Select Province/Region	Ŷ
SEARCH	

Enter the either 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.