

Instant Church Directory™ Online

Request and Approve Family Photos

Request a Photo

1. Go to Step 1 - Families
2. Next to the family you'd like to request a photo, click "Request photo via email". This will send an email to all addresses listed for that family with an upload link. Or you can choose "Request a photo message" and copy and paste the text into your email program.

Get Started using Instant Church Directory

Welcome to **Instant Church Directory Online**. To get started, choose one of the options below. To learn more about using **Instant Church Directory Online**, [view our Tutorials here](#).



START editing your directory

Edit your online directory beginning with "Step 1 - Families." This is where you add members, photos and other information to your directory.



IMPORT a comma separated file (csv) into Instant Church Directory Online

You can use the directory import wizard to import a .CSV (comma separated values) data file into your family list.



UPLOAD your existing Instant Church Directory ICDX file

Transfer your existing **Instant Church Directory** CD or download version ICDX file to **Instant Church Directory Online**.

Recent activity on the Instant Church Directory Forums

Topic	Replies	Updated
Photo Sizing by Rhonda	1	July 8, 2017
Inactive by Garey Southern	1	July 5, 2017
How long does it take for a photo to appear once a member submits it? by Wile	1	July 5, 2017
How To make Advertisers available on the online pages by Mike	1	July 3, 2017
Friends Page by Sylvia Z	1	July 3, 2017

[Click here to ask a question or suggest a new feature on the forums.](#)

Your Directory At-a-Glance

- ✓ 24 Families ([edit](#))
- ✓ Pastor Letter([edit](#))
- ✓ 11 Staff Members ([edit](#))
- ✓ 4 Activity Pages ([edit](#))
- ✓ Cover Page ([edit](#))

Directory last generated on:
9/12/2016 9:53:06 AM EST
([click here to generate directory](#))

You do not have a payment method specified.
Please visit [My Account](#) to update your payment information.

Thank you for being a member!
Your membership will automatically renew on Thursday, October 12, 2017.

Invite members to submit photo directly [Learn more...](#)

You have 1 photos submitted.
[Click here to review them.](#)

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You have 1 photos submitted.
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Approve and Crop a Photo

1. Check the HOME page for any newly uploaded photos. If any photos have been uploaded, click the link.

You have 1 submitted photos!



Jackie

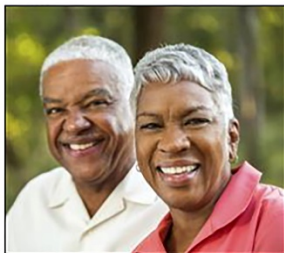
- Create New Family
 Use Existing Family

Family Last Name:

Adult/Parent First Name(s):

2. Once you've approved the photo, you may need to adjust the crop. Go to "Step 1 - Families" and click "Edit" next to the family. Under the image, click "Edit Image" to adjust the crop. Hit "Save" again at the bottom of the Family Details page.

Edit Family Entry



Edit Image

Delete Image