

BridgePoint Church

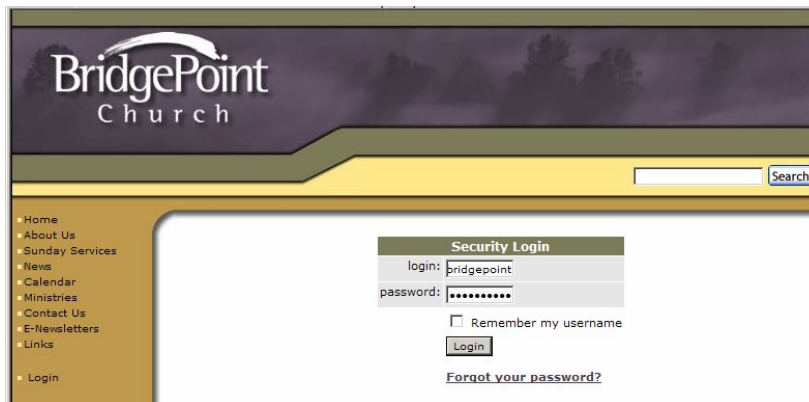
Online Directory Usage Instructions

To Access the Directory:

1. Go to www.bridgepointchurch.info
2. Click on the *Login* link on the bottom of the left menu.



3. Enter the username & password provided and click *Login*.



4. You will be redirected back to the homepage. Now there is a new menu option in the left menu. Click on the link for *Directory*.



5. You can now browse the directory by paging through all of the names or by clicking on a specific letter of the alphabet. You can even view a print version of the directory by clicking on *Print Directory*.

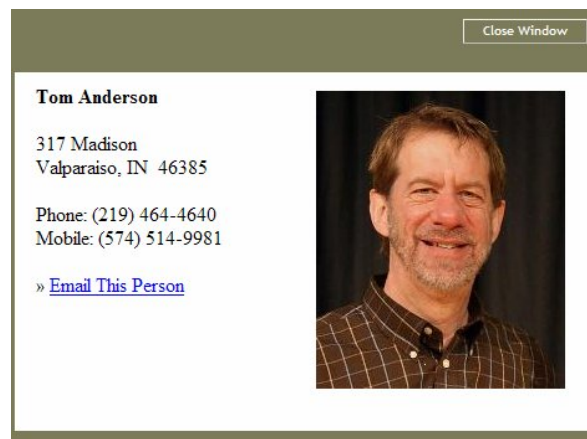


To view a specific person's information:

6. Click on the name of any person in a family.



7. A new window opens up with the individual's contact info and picture.



To send an email:

8. Click on the *Email* link for any family or any person. This will generate an email through the directory without giving out the email address.



9. Fill out the form that opens with your name, email address, and message.

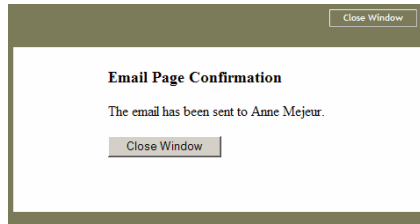
Send an Email
Fill out the form below to send an email to Anne Mejeur.

Bold fields are required:

Your Name: Anne Mejeur
Your Email Address: mejeurs@hotmail.com
Your Comments: This is a test email from the online church directory system.
Form Validation: 8ck3w6
Please enter the form validation code you see displayed above.
8ck3w6
Send Email

Be sure to enter **YOUR** name and **YOUR** email address in the space provided. Otherwise, it will not show as coming from you.

10. Enter the Validation Code and click *Send Email*. You will get the following confirmation page if you were successful.



11. Below is an example of what the email that is sent will look like in the inbox of the recipient.

