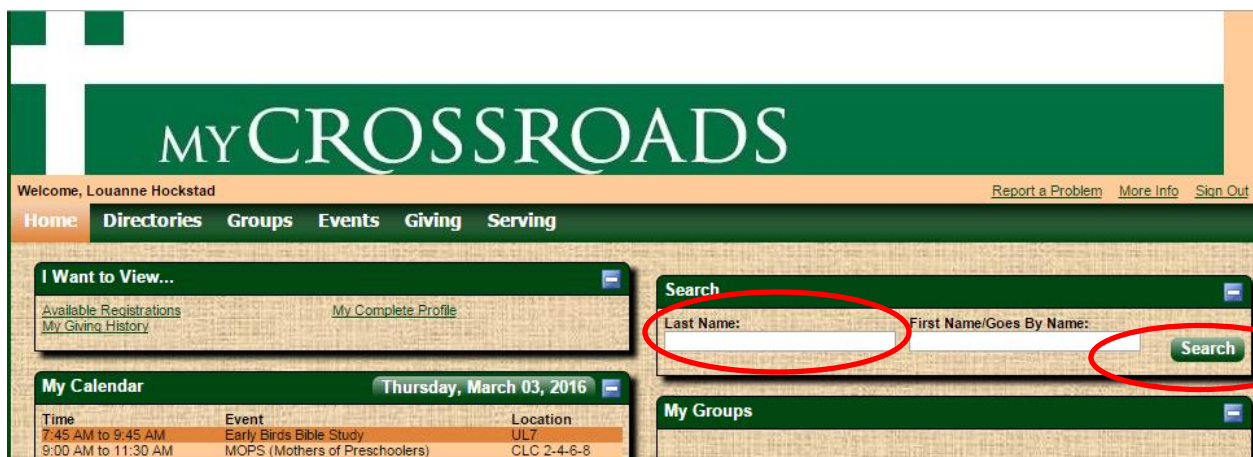


How to Look Up an Address, Phone Number or Email Address of a Member

1. To begin – go to the regular church web site: www.crossroadspres.org
2. Click on the “myCrossroads” tab on the far right
3. Click on the button “Click Here to Login”
4. Enter your user name (preferred email address) and the password you selected when setting up your account.
5. After successful login you’ll be welcomed to your home page.



6. To find an individual’s address, home phone or email address, enter the last name of the individual you are looking in the Search box located in the upper right of your home page and click the green “Search” button.



7. A list of the matching individuals will appear on your screen.

The screenshot shows the MYCROSSROADS website interface. At the top left is a logo consisting of a white cross on a green background. To its right, the text "MYCROSSROADS" is displayed in white on a green background. Below the logo, a navigation bar contains the following links: Home, Directories, Groups, Events, Giving, and Serving. In the top right corner, there are links for "Report a Problem", "More Info", and "Sign Out". The main content area is titled "Search Results" and features a dropdown menu set to "50 Records Per Page". Below this, a table lists search results with columns for Name, Address, Phone Number, and E-mail. The table contains two entries for individuals named Schigoda, Dave and Schigoda, Mary, both residing at 443 S Cottrell Dr, Saukville WI 53080-1814. The phone number for both is 262-424-3582. The email addresses are schig5c@gmail.com and Mary.Schigoda@crossroadspres.org respectively.

Name ▲	Address	Phone Number	E-mail
Schigoda, Dave	443 S Cottrell Dr, Saukville WI 53080-1814	262-424-3582	schig5c@gmail.com
Schigoda, Mary	443 S Cottrell Dr, Saukville WI 53080-1814	262-424-3582	Mary.Schigoda@crossroadspres.org