

How to Print a Directory of Church Members

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 create a church member directory, click on the “Directories” tab in the green menu bar.



7. You now have to choose which type of directory you would like to create. You can create a listing of all members as individuals, or you can create a family directory which groups by household. You can also choose whether or not to include photos in your directory. Click the “View Directory” button.



8. A draft of your directory will appear on the screen (sample not shown here for security purposes.) To print your directory, click the blue “print” button at the top screen.

If you have any troubles or questions regarding this tutorial, please email Tricia Landrum at tricia.landrum@crossroadspres.org.