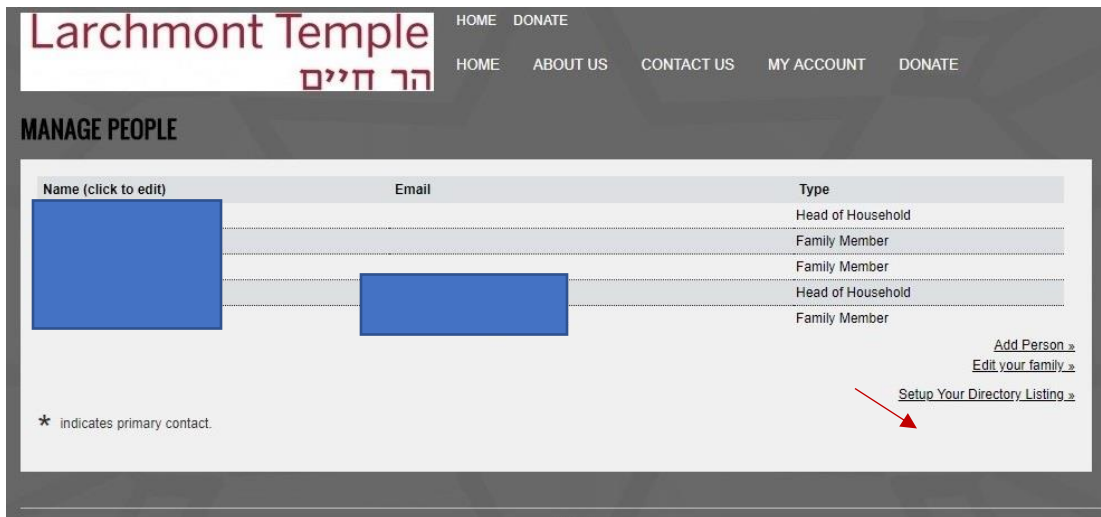


If you wish to alter what information is visible to other members from the defaults, log into your account and hover your mouse over “My Account.” You’ll see a dropdown choice that says “My Profile.” When you hover over that, click on the choice to the right called “Manage Members” that appears. The “Setup Your Directory Listing” prompt is at the bottom right of the next screen as shown below:



Once you click on “Setup your Directory Listing”, you will be taken to the Change Directory Listing page shown below which is where you can change all your directory listing settings.

The 'Change Directory Listing' page contains several sections. At the top, there's a 'Show Account' section with radio buttons for 'Yes, Show' (selected) and 'No, Hide my account from the directory'. Below this is a 'Picture' section with 'No Picture' and an 'Upload a file' button. Next is an 'Address' section with radio buttons for 'Yes, Show' (selected) and 'No, Hide my address from the directory'. Below that is a 'Phone' section with radio buttons for 'Yes, Show' (selected) and 'No, Hide my phone from the directory'. The main part of the page is a table with the following columns: 'Person', 'Show', 'Hebrew Name', 'Birthday', 'Age', 'Occupation', 'Work Name', 'Work Email', 'Work Phone', 'Email', and 'Mobile'. Each cell in the table contains a checkbox. The 'Show' column has a top checkbox that is checked. Below the table is a 'Save Changes' button.

You can show or hide information for any person in your account by checking or unchecking the box under “Show” for that person. If the “Show” box is checked for a person, then that person will be listed and any other items checked for that person will also be shown in the directory (in addition to home address and phone, assuming those items are marked “Yes, Show” in the top area). You can change the check box settings for any item for everyone in the account by clicking on the topmost check box in that column. Always remember to hit “Save Changes” after you are done changing your settings, or you will lose all your changes!

Once you save your changes, you can see exactly what your family’s directory listing will look like by coming back to this page (easiest is just to click the Back button in your browser), and in the area at the top of the window which says “Current Directory Listing”, click in the bottom right where it says “Show All Info” – this will show all your family’s information which will be included in the directory.