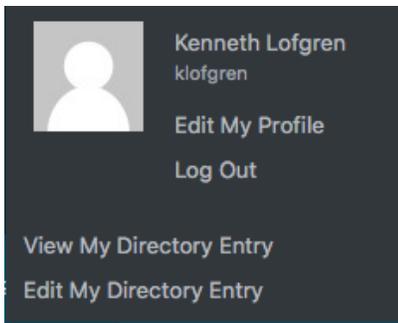
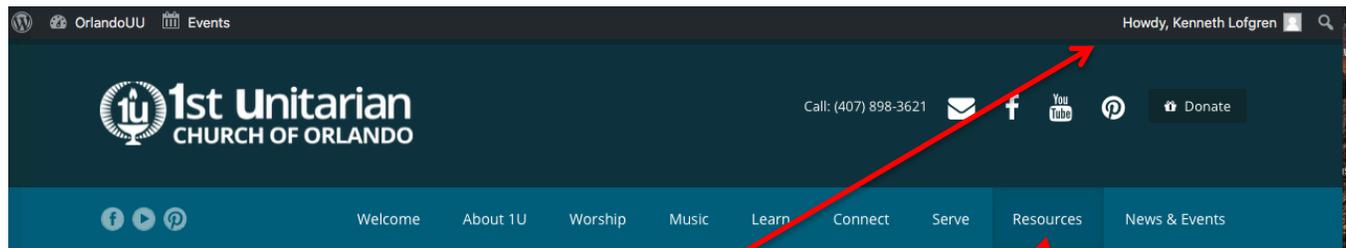


Editing your Member Directory Entry

In addition to your name, address, phone numbers, and email address, you can add more information about yourself to your Directory Entry. **You must first be logged onto the Member Directory.** To do so, go to RESOURCES, scroll down to MEMBER DIRECTORY, and **log in** with your assigned **username** (created from the first letter of your first name and your full last name) and the **password** you created (and ONLY YOU know). If you have lost yours, you'll have repeat the initial login process. Contact Carolina Lofgren Bookstore@Orlandouu.org to set this up for you. **You must be a current member to have a login.**

There are a number of ways to get to the screen where you can add or edit this information. The easiest way is to go to the far upper right corner of the 1U website page where you'll see "Howdy, (your name)." **This appears as long as you are logged into the 1U website.**

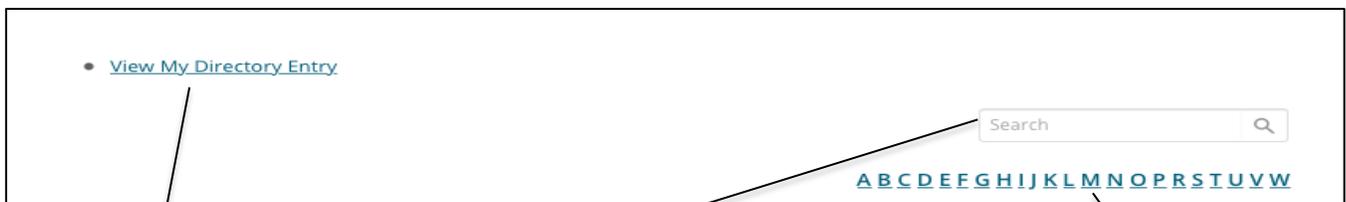


Hover over that "Howdy" message, and you'll see these options:

- [Edit My Profile](#) (**DISREGARD** – this is WordPress info only)
- [Log Out](#)
- [View My Directory Entry](#)
- [Edit My Directory Entry](#) (click here to add personal information for your profile – things you're involved in at church, photo, birthdate, hobbies, etc.)

Searching the Member Directory

When you open the Member Directory, which is available under **RESOURCES** in the title bar of our website, you see this at the top:



Click here to see your current listing and edit your entry. You can only edit your entry.

You can type a member's name in the SEARCH bar. You can type a keyword in the SEARCH bar to find members who have a particular field in their profile. For example, to see if someone has added membership on the Endowment Board, you could type "Endowment" in the Search bar and find anyone with an Endowment Board entry.

You can jump to other members' entries by clicking on the first letter of the member's last name in the alphabet list.