

How to Access and Use the Caldwell Presbyterian Member Directory

Who can use it?

- **Current members** who already have an email address stored in the church database.
 - If you're not sure whether your email is on file, see the troubleshooting tip at the bottom.
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1 Open the Directory

- **Option A:** From the main site, click **Members** in the top navigation.
- **Option B:** Go directly to: www.caldwellpresby.org/members

You'll land on the member-directory landing page.

2 Register (first-time users only)

1. Click "**Haven't registered yet?**"
2. Enter the **email address** you want associated with your family's profile.
3. Press **Submit**.

What happens next?

- You'll receive a confirmation email within **≈5 minutes**.
 - If you don't see the email after 5 minutes, it likely means the address on record is incorrect. **Contact Justin** at jmartin@caldwellpresby.org for assistance.
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3 Confirm Your Email

- Open the email from **Servant Keeper**.
 - Click the **confirmation link** inside.
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4 Set Your Password & Log In

1. After confirming, you'll be prompted to **create a password** (minimum 8 characters, mix of letters and numbers).
2. Click **Save**.
3. Return to the login page and enter your **email + new password**.

You're now logged in!

5 What You Can Do Inside the Directory

- **View the full member directory** (search by name, family, or location).
- **Edit your family's personal information** (address, phone numbers, etc.).
- **Upload a family photo** to personalize your profile.

Feel free to explore.

Troubleshooting & Help

- **Email never arrives:** Verify the email you entered matches the one in our records. If you're unsure, email **Justin** at jmartin@caldwellpresby.org.
- **Forgot your password:** Use the "**Forgot password?**" link on the login page to reset it via email.